1982

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TOWN OF WAYLAND

WARRANT

FOR THE

ANNUAL TOWN MEETING

APRIL 28, 1982

WAYLAND PUBLIC LIBRARY
5 CONCORD RD.
WAYLAND, MASS. 01778

For Reference

Not to be taken from this room

AND

REPORT

OF THE

FINANCE COMMITTEE

WITH
RECOMMENDATIONS AND BUDGET

SOME PERTINENT INFORMATION ABOUT WAYLAND'S TOWN MEETING PROCEDURES

Town Meeting is preceded by a Warrant such as this, mailed to citizens and listing the Articles to be acted upon, along with Recommendations by the Finance Committee. It is important to distinguish between the Articles and the Recommendations.

The Moderator has complete control of the meeting, with the authority to rule on any matter. A quorum of 100 citizens is required.

Articles in the Warrant must be considered in the order in which they appear, unless Town Meeting votes by a TWO-THIRDS vote to change the order.

TO ADDRESS THE MEETING: Rise, call out, "Mr. Moderator," and remain standing until you, or someone else, is recognized. You may not speak until you are recognized by the Moderator. Address the chair when making motions, commenting, or requesting information. The correct language is: "Mr. Moderator, I move . . . ," "Mr. Moderator, may I ask through you" (then state the question which you want some board, official, or previous speaker to answer), or "Mr. Moderator . . ." and then make your comments or suggestions.

Note that once you sit down after speaking, you relinquish your claim to the floor. Any person must yield the floor if the Moderator so requests. A speaker may only be interrupted by a voter to request he speak louder or for a point of order, some of which are: questions as to legality or propriety of meeting; motion not within scope of Article; doubt of a quorum. No votes are taken on points of order. The Moderator makes the ruling, and it stands.

Every voter has the right to ask questions sbout parliamentary procedure or make points of order. Otherwise, substantive issues generally may be addressed only if a motion has first been made.

TO MAKE A MOTION: It is quite proper for any voter to offer a motion under any Article. The Town Counsel or Moderator can assist in wording your motion. A motion must both lie within the subject matter of the Article and be legal, or it will be ruled out of order. A motion is made, seconded, repeated by the Moderator, discussed, voted on, and finally disposed of by the Moderator. The Moderator allows, at most, two amendments to a motion at any time. An amendment is moved, discussed, voted on, and then the main motion, either amended or not, is put to a vote.

TO AMEND A MOTION: Obtain the floor, say, "I move to amend the motion by . . ." An amendment may delete or add words to the main motion or substitute a completely new sentence or motion.

SOME PERTINENT INFORMATION - (Continued)

Motions to amend are debatable and require only a MAJORITY vote, even though the main motion may require a two-thirds vote.

TO LIMIT DEBATE: If you think the discussion has gone on long enough, you may "Move the previous question." If this motion is passed, it will stop discussion. This motion requires a TWO-THIRDS vote and may not be amended or debated.

If you wish the meeting to take no action under an Article, you may "Move that the Article be passed over." This takes a MAJORITY vote and, in effect, kills the Article.

If a voice vote is so close that the Moderator is in doubt, or if seven voters challenge his call, he may ask for a standing counted vote. When a two-thirds vote is required, the Moderator usually takes a counted vote unless the voice vote was unanimous.

Questions which usually require a two-thirds vote are: borrowing money; appropriations for purchase or taking of land; adoption or amendment of Zoning By-Laws; considering an Article in other than the given order, including returning to an Article; reconsideration of an Article once acted upon and disposed of; moving the previous question. Note: Only a majority vote is needed to reconsider an Article before it is disposed of.

TO ADJOURN THE MEETING: If you wish to adjourn the meeting before all the Articles have been disposed of, you may "Move to adjourn until (and name a time and place)." A motion to adjourn takes a MAJORITY vote and may be made at any time during the meeting, even though other motions may be pending. No motion to dissolve Town Meeting is in order until every Article has been considered and acted upon.

HELPFUL INFORMATION ABOUT WAYLAND

	FY 1980-81	FY 1981-82
Population (January 1, each year)	12,542	12,622
Registered Voters	7,220	7,863*
School Enrollment (October 1, ea. year)	2,603	2,529
Assessed Valuation	$230,705,328	$472,999,548
Operating Cost of Town	13,012,097	13,121,000
Tax Levy	10,382,000	10,641,000

The tax rate is $22.50 per $1,000 of assessed valuation.

Town expenditures of $472,999 equal $1.00 on the tax rate.

*Registered voters as of April 1, 1982.

For further information, refer to the Town Report available at the Town Office.

INDEX OF ARTICLES

FOR

1982 ANNUAL TOWN MEETING

Article	Content	Page No.
	Finance Committee Report	6
1.	Hear Reports	18
2.	Choose Officers	18
3.	Raise and Appropriate - Budget	19
4.	To Appropriate for Water Department	36
5.	Appropriation for Energy Conservation	37
6.	Town Office Building Improvements	38
7.	Surface Water Quality Committee	39
8.	Amend Wage and Salary Classification Plan	40
9.	Group Insurance	61
10.	Pension Study Committee	62
11.	Funding of County Retirement System	63
12.	Compensation of Elected Officers	64
13.	Receive Road Policy Committee's Report	65
14.	Reconstruct Portion of Old Connecticut Path East	67
15.	Resurface Oak Street, Etc.	68
16.	Accept Streets	69
17.	Amend Zoning By-Laws - Federal Flood Protection District	71
18.	Amend Zoning By-Laws - Planned Unit Development - Housekeeping Chapter 808	74
19.	Amend Zoning By-Laws - Planned Unit Development - Setback Requirement	76

Article	Content	Page No.
20.	Amend Zoning By-Laws - Planned Unit Development - Buffer for Roads (Accepted Ways)	77
21.	Amend Zoning By-Laws - Planned Unit Development - Septage Disposal	78
22.	Amend Zoning By-Laws - Planned Unit Development - Building Code	79
23.	Amend Zoning By-Laws - Table of Dimensional Requirements	80
24.	Mainstone - Authorize Town to Sell or Convey	82
25.	Mainstone - Exchange Conservation Restriction	84
26.	Mainstone - Complete Septage Facilities	86
27.	Amend Zoning By-Laws - Johnson Property	87
28.	Amend Zoning By-Laws - Restrict ZBA'S Power to Re-Open	90
29.	Amend Zoning By-Laws - Eliminate ZBA'S Power to Re-Open	92
30.	Sell Land on Algonquin Path	93
31.	Sell Land on Oak Street	96
32.	Transfer of Land to Board of Water Commissioners	98
33.	Amend By-Laws - Special Town Meeting	99
34.	Hooved Animal By-Law	101
35.	Establish Town Meeting Advisory Committee	102
36.	Authorize Treasurer to Borrow	103
37.	Authorize Selectmen to Sell or Trade	104
38.	Accept Gifts	105
39.	Transfer of Funds	105

Appendix	Content	Page No.
A.	Administrative and Professional Salaries	107
B.	School Employees' Salaries	108
C.	Elected Officials' Salaries	112
D.	Capital Planning Committee Report	113
E.	Salary and Wages ($20,000 or more)	120
F.	Reference to Massachusetts General Laws	122

Index to Budget

	General Government	21
	Protection	25
	Health Department	28
	Highway Department	29
	Welfare - Veterans' Benefits	28
	Schools	30
	Libraries	31
	Park and Recreation	32
	Unclassified	34
	Maturing Debt and Interest	35

FINANCE COMMITTEE REPORT

THE BACKGROUND

Finance Committee budget policies and deliberations were conducted this year under the new limitations of Proposition 2½ as modified by recent amendments by the Legislature. Under these rules, two limits are established:

1. The tax "Levy" cannot increase more than 2½% above that of the previous year. The "Levy" is the amount of the budget as voted, reduced by the estimated receipts (primarily State aid on the Cherry Sheet, excise taxes, revenue sharing, fees, and interest on invested cash).

2. The tax "Rate" cannot be more than $25.00 per thousand dollars of assessed value.

There are certain exemptions to these limits, two of which are of concern to the Town this year. First, at a general election with the approval of a majority of those voting, an additional 2½% increase in the Levy limit can be authorized. This would provide authorization of an additional $260,000, an expenditure which the Finance Committee believes is justified this year, and which will be on the ballot for the upcoming election.

Secondly, also with the approval of a majority of those voting, the cost of servicing new debt borrowed for a specified purpose can be excluded from both limits; the ballot will also contain an override question concerning new debt for road reconstruction. If approved, the Finance Committee will recommend at Annual Town Meeting a $715,000 borrowing for reconstruction of a portion of Old Connecticut Path East and other roads.

The Finance Committee recommended to the Selectmen that both these matters be placed before the voters, and has previously recommended to the voters favorable action on both.

If these 2½ referenda are approved at the general election, then the Finance Committee will make the appropriate upward adjustment in its budget presentation at Town Meeting. While the Finance Committee has elsewhere recommended that both overrides be approved, that approval is only an enabling vote. No monies can be committed except through the usual Town Meeting voting process. Additional information for voters on this matter appears also later in these comments.

THE BUDGET PROCESS

Operating under Proposition 2½, our Levy for the new year cannot exceed $10,937,000 (1982 Levy + 2½%); and thus the Finance Committee has projected that the budget cannot exceed $13,153,000.

(The Cherry Sheet receipts, State aid, excise taxes, revenue sharing, fees, and earnings on invested cash serve to reduce the budget amount down to the Levy amount.) Thus, our total budget cannot be more than $530,000 above that of last year, or about 4%. Therefore, the Finance Committee asked all Departments to design their budgets with a guideline of a 4% increase, less an amount set aside in the process for salary negotiations and settlements. Obviously, for some Departments with heavy personnel settlements, this could result in less total dollars for materials and supplies. While many Departments could sustain their operation at acceptable levels on that "4%" basis, some could not. For those services with the highest priority, Joint Communications, Town Counsel, and School Department, additional funds were provided above the 4% guideline as funds became available from the fine tuning of the original estimates of last October.

OVERRIDE

To meet the additional needs of other Departments and yet not reduce Town services below the current level, the Finance Committee has, as already noted, recommended to the Selectmen a ballot question to enable an additional appropriation of $260,000 above that permitted under the lowest Proposition 2½ limit. In summary, the additional $260,000 would provide for the following services:

- $170,000 - Schools: To provide the funds in conjunction with those in the budget to keep Happy Hollow School open.

- $ 25,000 - Police Department: To provide for manning at the current levels ($16,000), to provide for some equipment purchases ($3,000), to provide two crossing guards for Happy Hollow School ($6,000).

- $ 24,000 - Fire Department: To provide for shift manning at the current level, avoiding the reduction of 1.5 positions and the intermittent closing of Station 2.

- $ 17,000 - Town Offices: To replace copy machine ($11,000) and postage machine $6,000).

- $ 10,000 - Library: To provide for funds to keep the Cochituate Branch open on its current schedule.

- $ 8,000 - Surveyor: To replace van utilized by Town Surveyor.

- $ 6,000 - Town Office Building: To provide for painting, repairs, and outside lights.

$260,000

These additional items are also identified by an asterisk (*) in the budget line items as printed in the Warrant, and the Finance Committee will recommend the larger amounts if the override item has carried at the general election.

The following is a compilation of the line items which will be so amended:

Town Offices - Equipment	$ 17,000
Wayland Town Building - Building Expense	6,000
Town Surveyor - New Vehicle	8,000
Police Department - Salaries	22,000
Police Department - Misc. & Office Equip.	3,000
Fire Department - Salaries	24,000
Public Schools - Override Addition	170,000
Library - Salaries	10,000
	$260,000

While the Town's affairs can be conducted without these additional funds, the level of services will be reduced to a level below that which the Finance Committee believes is desirable.

Since Proposition 2½ will be the law for the visible future, the Finance Committee believes that the Town must adjust its priorities to live within Proposition 2½ on a permanent basis. As a result, routine maintenance costs or replacements for worn-out equipment must continue, but at slightly lower levels. Thus, these items, too, must be adequately funded each year. If we do not repair one machine this year, we will have to repair two machines next year.

SCHOOL BUDGET

The issue of the School Budget has presented a most difficult problem to the Finance Committee. In recent years the decline of enrollments and the closing of two school buildings have permitted the School Committee to adopt annual budgets within the budget guidelines proposed by the Finance Committee with, however, some reduction in the level of scholastic services. To some voters, those reductions avoided waste; to others, the savings were a reduction in the quality of Wayland's school system. This year, it now appears that a budget reflecting the policy of reducing the staff and facilities to fit within the overall budget guideline produces a reduction in school services that is not desirable. Approximately one-half of the reduction could be accomplished by closing Happy Hollow School this year, and the other half by a reduction in programs. The Finance Committee believes that neither of these reductions is desirable this year, has recommended a budget increase of 6.9%, and has provided an additional 2% in the override proposal. The School Committee will discuss these issues in detail at Town Meeting.

For several years, the School Department budget has been lower than that which the School Committee members found fully desirable, yet the School Committee has subscribed to the reductions made so far.

It is now time for the Town to examine its support of our schools, and to set funding policy for several years to come. If the additional monies are approved by the voters, the commitment of Wayland to quality education as prescribed by the School Committee will be reaffirmed. If these funds are not approved, the School Committee must conclude that the Town desires a lower level of educational services in the future. That will produce a long term change in the nature and reputation of the school system. Its ability to recruit quality teachers will be reduced. Indeed, the School Committee will have received instructions to change its direction to one geared to a lower level of support. The commitment of Wayland to a quality educational system is long-standing, proven, and proper. Our real estate values reflect that commitment.

Accordingly, the Finance Committee recommends that the Town support the School Committee's Budget requests.

CAPITAL ITEMS

The budget contains this year two special capital expenditures which the Finance Committee recommends.

First, the Fire Department requires a new Pumper (1,000 gallons per minute) at a cost of $90,000, to be used as a first-response vehicle. This new vehicle will allow an engine purchased in 1963 to become a reserve vehicle, and the two existing obsolete reserve engines built in 1953 will be sold. If approved at a subsequent Town Meeting, the 1963 engine will be renovated or "repowered" at a cost estimated today at $40,000, and become the Town's other first-response vehicle. This series of moves will take place over the next three years as part of a long-range program to maintain Fire Department equipment at today's standards. The appropriation this year will be the first step.

Secondly, the Data Processing Budget contains funds to replace the Town's existing computer system. The selection of the new system, both hardware and software, was made by a Committee comprised of the Executive Secretary, the School Department's Business Administrator (as users), a member of the Board of Selectmen, and two citizens with professional expertise in the area. The current system was first leased in 1973, and the lease expires this year. The original vendor provides equipment maintenance only through a single individual, and the machine itself is no longer reliable. The manufacturer has indicated that it can no longer assure orderly repair and operation of the equipment; yet, the daily work requires many 16-hour days of operation.

The new system, with increased capacity, will perform more tasks; specifically, maintaining our assessing records on a current basis. At the same time, we will obtain some significant savings through the elimination of the second-shift operator.

It will take six months to install and convert to a new system. It is difficult or impossible to program new functions for the old computer; new applications can be easily developed for the new machine, resulting in improved staff efficiency and reduced departmental costs.

Neither of these capital items will be funded on the tax rate, but rather from borrowings or from E & D.

HIGHWAY DEPARTMENT

Budget limitations have produced significant changes in the Highway Department operation and thereby reduced its need to own and replace some heavy equipment. Operation of the sanitary land fill will be turned over to a private firm, awarded by bid to the firm which will operate it for the lowest annual cost to the Town. The contractor will be required to operate within existing rules and procedures, and to supply his own heavy equipment. While it is an experiment, it has promise. So, too, the Department will contract out other operations such as Spring street sweeping and drain basin cleaning, thus avoiding the investment in seldom used equipment.

BUDGET FORMAT

Each Department's budget now carries one numbered line for the total salary amount. While specified salaries making up the total are indicated, the vote will be taken on the total sum only. This will alleviate the technical difficulty that can result when, for instance, a retiring employee is replaced by a person at a lower classification, thus making the subaccounts out of balance.

FUTURE

This year's budget benefited from more than its fair share of positive one-time events. Thus, there was some flexibility this year that may well not be available in 1984. Thus, we look forward with some genuine concern to the budget process next year. If the Proposition 2½ rules are unchanged, it may well be again necessary to ask the Town to consider another override referendum, perhaps a referendum requiring approval by two-thirds of those voting. Such a favorable vote is possible, of course, only if there is uniform consensus on the matter.

OVERRIDE BALLOT, APRIL 26, 1982

There will be three issues before the voters in the general election on April 26, 1982. One will authorize additional funds beyond the Proposition 2½ limit. Another will exclude the repayment of new borrowings for highway construction from the limit.

Another will permit a refund of BC/BS payments to Town employees. We urge all voters to learn all they can concerning these items so that they may understand the issues which brought these items to the ballot.

Some background is appropriate. After a study in 1978 of 10 comparable communities indicated that taxpayers in Wayland did, in fact, pay somewhat higher taxes than did those in the similar towns, the Finance Committee adopted a series of stringent annual budget guidelines; those guidelines have resulted in a stablized tax rate over the past four years. Of course, at the same time, other favorable factors were also at work which included additions to the tax base from new construction, an end to the annual reduction in State aid, the decline in School Department enrollments, and the closing of two schools. The results of these strict budget policies in all Departments is evidenced in our tax rate; in fact, the 1982 rate is projected to be below that of 1978 as seen in the following Tax Rate Table.

1983	$23.00	- Finance Committee's estimate - Not official.
1982	22.40	- Finance Committee's estimate - Not official.
1981	22.05*	
1980	21.85*	*Adjusted to reflect 100% valuation.
1979	22.50*	
1978	23.20*	

Thus, over the past five years, Wayland's tax rate has declined by 3%. During the same period the annual operating budget has increased by 10%.

The following figures place the override question in a 5-year perspective:

BUDGET

1983	$13,150,000	
1978	11,500,000	
Increase	$ 1,650,000	= 14%

OVERRIDE BUDGET

1983	$13,410,000	
1978	11,500,000	
Increase	$ 1,910,000	= 17%

Thus, including the override, the total budget will have increased by 17% since 1978. During the same period, inflation may have totalled 40%.

Upon completion of the reassessment bringing the Town to 100% of fair cash value, an expenditure of $474,000 will add $1.00 to the tax rate, and consequently the override proposal will add 55 cents to our tax rate. Even with this additional amount, the rate will be below the $25.00 maximum of Proposition 2½.

THANKS

The annual budget at Town Meeting requires extensive efforts by the Executive Secretary, the Administrator of Financial Services, the Town Accountant, and their staff. The process could not be completed without the many nights and Saturdays of extra work contributed by these fine individuals. The Town is fortunate to have a staff of such dedication, energy, and quality.

TABLE I

WAYLAND INCOME & EXPENSE STATEMENT

	FY 1981	FY 1982	+2 1/2 FY 83	+5 Override FY 83
Budget	$13,012,000	$12,683,000	$13,121,000	$13,381,000
Articles	+ 624,000	+ 626,000	+ 238,000	+ 238,000
TOTAL TOWN EXPENSE	13,636,000	13,309,000	13,359,000	13,619,000
Net "Cherry Sheet"	- 1,185,000	- 1,340,000	- 1,058,000	- 1,057,925
	12,451,000	11,969,000	12,301,000	12,561,000
Overlay Expense	+ 131,000	+ 165,000	+ 125,000	+ 125,000
	12,582,000	12,134,000	12,426,000	12,686,000
Federal Revenue Sharing	- 192,000	- 195,000	- 217,000	- 217,000
Net to be Raised by Town	12,390,000	11,939,000	12,209,000	12,469,000
Estimated Receipts	- 1,264,000	- 835,000	- 1,061,000	- 1,060,700
Net to be Raised	11,126,000	11,104,000	11,148,000	11,408,000
From Available Funds & Free Cash	- 744,000	- 463,000	- 211,000	- 211,000
To be Raised from Taxes	10,382,000	10,641,000	10,937,000	11,197,000
Assessed Valuation	230,705,328	472,999,548	474,332,048	474,332,048
Tax Rate---Total Costs ÷ Valuation x 1000	$45.00	$22.50	$23.06	$23.61

TABLE II

SIX YEAR HISTORICAL BUDGET SUMMARY

Fiscal Year	School	Town	Total	Increase	%
1983(est)	7,808,012	5,313,427	13,121,439	383,042	3.0
1982	7,344,365	5,394,032	12,738,397	285,300	-2.19
1981	7,648,940	5,363,157	13,012,097	668,205	5.4
1980	7,202,723	5,141,169	12,343,892	819,676	7.1
1979	6,862,604	4,661,612	11,524,216	8,784	-0.07
1978	6,960,000	4,573,000	11,533,000	659,000	6.1

TABLE III

TOWN REVENUES, EXCLUSIVE OF REAL ESTATE TAXES

	FY 1978	FY 1979	FY 1980	FY 1981	Est. FY 1982	Est. FY 1983
Auto Excise	635,000	640,000	845,000	488,000	355,000	355,000
Fees, Fines, Interest	306,000	287,000	419,000	476,000	458,000	706,000
Federal Revenue Sharing	202,000	202,000	192,000	195,000	195,000	217,000
Net Receipts from State	1,030,000	1,455,000	1,110,000	1,100,000	1,340,000	1,063,000
	2,173,000	2,583,803	2,566,000	2,259,000	2,348,000	2,341,000
Raised from Taxes	10,396,000	9,973,000	10,453,000	10,382,000	10,641,000	10,937,000

Five-year Overview

Percent of the Budget by Departments

Department	% 1978	% 1982	% 1983	Override % 1983
General Government [1.]	4.7	6.3	6.8	6.9
Protection [2.]	9.6	10.9	11.0	11.2
Health	1.9	1.9	1.9	1.9
Highway	4.4	4.8	4.8	4.7
Veteran's Benefits	.2	.1	.1	.1
Schools	60.3	56.5	58.6	58.8
Regional Voc. School	2.0	1.1	.9	.8
Libraries	1.6	1.7	1.7	1.8
Park & Recreation	2.3	2.2	2.1	2.1
Fee Supported Programs	--	.3	.3	.3
Unclassified	4.7	6.8	7.3	7.2
Debt & Interest	8.1	7.3	3.4	3.4
Sudbury-Wayland Septage	--	--	.9	.9

1. Excludes purchase of new computer 1983 - 120,000

2. Excludes purchase of new fire engine 1983 - 90,000

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. Town of Wayland

* * * WARRANT * * *

To any of the Constables of the Town of Wayland, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Wayland, who shall be qualified to vote in accord with the provisions of G.L. Chapter 51, Section 1, to come to their respective polling places (Precinct 1 in the Gymnasium of the Town Office Building and Precinct 2 in the Junior High School) on

MONDAY, APRIL 26, 1982 BETWEEN 7:00 A.M. and 8:00 P.M.

to choose the following Town officers by ballot from Wayland's registered voters for the following terms of office:

A Moderator, an Assessor, each for one year;

A Commissioner of Trust Funds for two years;

Two Selectmen, two members of the School Committee, one Assessor, two Trustees of the Public Library, one member of the Board of Health, one Road Commissioner, two members of the Park and Recreation Commission, one Water Commissioner, one Commissioner of Trust Funds, each for three years;

One member of the Planning Board, one member of the Housing Authority, each for five years;

as well as such other Town officers as may be necessary.

And to vote "Yes" or "No" upon the following Referendum Questions:

1. Shall the Town distribute to its insured employees, after deducting the Town's total administrative cost, the balance of any group insurance dividend which shall be based upon the employees' proportionate share of the total premiums paid for all insurance coverages?

2. Shall the Town of Wayland be allowed to assess an additional $260,000 in real estate and personal property taxes for the fiscal year beginning July first, nineteen hundred and eighty-two?

3. Shall the Town of Wayland be allowed to exempt the amounts required to pay for the bond issued in order to Reconstruct Old Connecticut Path and other Town roads?

You are also required to notify all such residents of Wayland to meet in the Field House of the Wayland High School on

WEDNESDAY, APRIL 28, 1982, at 7:45 P.M.

to act on the following Articles:

Notice: It is the intention of the Finance Committee to request of the Town that if adjourned meetings be necessary to complete the action on the Warrant, they be held Thursday, April 29 and Monday, May 3, Tuesday, May 4, and Thursday, May 6, 1982.

* * * * * * * * * * *

ARTICLE 1. TO HEAR REPORTS

Article 1. To receive and act upon reports of Town officers, agents, trustees, commissioners, boards, and committees, or take any action relative thereto.

ARTICLE 2. TO CHOOSE OFFICERS

Article 2. To choose Town officers, agents, trustees, commissioners, boards, and committees not elected by the official ballot.

ARTICLE 3. RAISE AND APPROPRIATE - BUDGET

Proposed by: Finance Committee

Article 3. To see what sum of money the Town will appropriate for the operations and expense of the Town, including capital expenditures for equipment or other purposes, and to determine whether such appropriations shall be provided by taxation, transfer of funds, borrowing or otherwise; or take any action relative thereto.

COMMENTS: The following is a budget summary of the motion the Finance Committee expects to make under the Article. See the Finance Committee Report for additional budget information.

BUDGET SUMMARY

	Appropriated Fiscal Year 1981	Appropriated Fiscal Year 1982	Budget Fiscal Year 1983	Per Cent Increase	Per Cent Increase Override
General Government[1.]	852,649	805,786	906,923	+12.6	+16.3
Protection[2.]	1,305,281	1,387,622	1,465,899	+5.6	+9.1
Health	254,983	242,838	248,669	+2.4	+2.4
Highway	791,111	609,892	634,272	+4.0	+4.0
Veteran's Benefits	12,700	11,430	13,200	+15.5	+15.5
Schools	7,490,639	7,200,065	7,696,240	+6.9	+9.3
Regional Voc. School	158,301	144,300	111,772	-22.5	-22.5
Libraries	219,891	218,600	227,345	+4.0	+4.0
Park & Recreation	327,458	278,468	283,067	+1.7	+1.7
Unclassified	629,700	867,692	922,633	+6.3	+6.3
Fee Supported Programs		42,164	43,840	+4.0	+4.0
Debt & Interest	969,384	929,540	449,579	-51.7	-51.7
Sudbury-Wayland Septage			118,000	New Budget Item	---
	13,012,097	12,738,397	13,121,439	+3.0	+5.1

1. Excludes purchase of new computer 1983 - 120,000

2. Excludes purchase of new fire engine 1983 - 90,000

MOTION UNDER ARTICLE 3.

For what it considers to be the proper management of the Town and its finances, the Finance Committee makes the following recommendations, and they are, therefore, incorporated under the motion to be made under Article 3 at the Annual Town Meeting, as follows:

That all employees in the Wayland Town Building, the Public Safety Building and the Cochituate Town Building, other than elected officials and those of the School Department, come under the supervision of the Executive Secretary, and that he be charged with the operation, maintenance, and administration of these buildings, their equipment and their grounds; except as to the Wayland Town Building, the Executive Secretary shall be responsible also for its use.

The operation of the landfills be under the supervision of the Road Commissioners;

The appropriation under Conservation Commission for "Conservation Fund" be maintained as a fund against future purchases and not be expended without further direct vote of the Town;

The Town Collector continue to act as Collector for the Water Department, and that all fees and penalties from whatever source be turned over to the Town as Town Income;

The appropriation for "Hydrant Rental" of $16,000 for the Water Department granted in the budget be transferred to "Water Available Surplus";

The sum of $216,500 from "Revenue Sharing PL-94-488" be transferred from this account for application against the Police Department item "Salaries";

The Office of the Town Clerk be continued on a salary basis and that all fees from whatever source derived be turned over to the Town as Town Income;

All fees, wages, or payments made to the Tree Warden, from whatever source, be turned over to the Town as Town Income.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

FINANCE COMMITTEE BUDGET FOR FISCAL YEAR 1983
(July 1, 1982 - June 30, 1983)

	Expended FY-1981	Appropriated FY-1982	Recommended Fiscal-Year 1983	Item No.
GENERAL GOVERNMENT				
SELECTMEN:				
Salaries.	500	500	500	1
Expense	3,997	4,000	4,200	2
Out of State Travel	--	50	50	3
Real Estate Option.	--	450	450	4
	4,497	5,000	5,200	
CIVIL DEFENSE:				
Dir.Aux.Pol.-Salary	1,200	1,200	1,300	5
Equip.-Ammo, Supplies . . .	2,947	2,550	2,600	6
	4,147	3,750	3,900	
TOWN OFFICES:				
Salaries.	180,394	167,500	182,035	7
Expenses.	32,269	27,700	30,000	8
Equipment	5,400	6,000	6,000	9
* Override Addition			17,000	9a
Electricity	17,700	Joint Disp.	Joint Disp.	10
Telephone	31,627	25,000	28,000	11
Gasoline.	35,900	30,000	33,000	12
Professional Services . . .	9,620	--	--	13
	312,910	256,200	279,035	
* Override Addition - Subtotal			296,035	
WAYLAND TOWN BUILDING:				
Salaries.	--	31,078	34,418	14
Building Utilities.	--	73,020	75,100	15
Building Expense.	121,796	10,902	11,650	16
* Override Addition			6,000	16a
	121,796	115,000	121,168	
* Override Addition - Subtotal			127,168	
OTHER TOWN BUILDINGS:				
Building Expense.	71,696	10,610	12,000	17

	Expended FY-1981	Appropriated FY-1982	Recommended Fiscal-Year 1983	Item No.
LOKER SCHOOL:				
Salaries.	--	15,600	16,380	18
Building Expense.	43,259	37,500	40,250	19
Capital Replacement	--	--	7,500	20
	43,259	53,100	64,130	
DATA PROCESSING:				
D.P. Manager.	21,454	21,500	26,200	
Computer Operator	19,342	21,433	19,157	
Total Salaries	40,796	42,933	45,357	21
Expenses:				
Forms & Supplies.	8,454	9,500	10,000	22
Engineering Fees.	1,218	1,850	1,000	23
Out of State Travel&Ed. .	1,700	1,325	2,100	24
Equipment:				
Computer Rental & Repair .	29,420	30,761	28,776	25
Professional Services:				
Pro. Services: Computer .	--	--	4,500	26
	81,588	86,369	91,733	
Equipment: Capital Purchase:				
New Computer,Software&Supplies	--	--	123,000	27
TREASURER-COLLECTOR:				
Salary:				
Treasurer-Collector	18,983	19,800	22,150	
Clerical Salaries	22,106	22,868	24,162	
Total Salaries	41,089	42,668	46,312	28
Expenses:				
Operating Expense	996	1,130	1,175	29
Tax Title Expense	5,402	6,355	6,600	30
Deputy Collector Expense.	1,000	1,000	1,000	31
	48,487	51,153	55,087	

	Expended FY-1981	Appropriated FY-1982	Recommended Fiscal-Year 1983	Item No.
ASSESSORS:				
Salaries.	4,553	4,600	4,600	32
Clerical.	25,433	26,503	27,828	33
Expense	949	1,400	1,400	34
Professional Services . . .	9,570	--	--	35
Computer Peripherals. . . .	--	--	5,000	36
	40,505	32,503	38,828	
FINANCE COMMITTEE:	--	90	100	37
PERSONNEL BOARD:				
Expense	100	100	100	38
Adjustment Fund	7,451(Tr)	11,500	11,500	39
Handbook.	--	--	300	40
	7,551	11,600	11,900	
TOWN COUNSEL:				
Professional Services . . .	108,750	58,500	72,000	41
Accrued Taxes	1,500	1,500	1,500	42
Legal Expenses.	1,500	1,500	1,500	43
	111,750	61,500	75,000	
REGISTRARS:				
Salaries.	200	200	200	44
Listing	582	900	1,000	45
	782	1,100	1,200	
TOWN CLERK:				
Salary.	15,660	16,632	17,796	46
Add.Comp.-GL 41-S19G. . . .	400	400	400	47
Clerical.	7,588	9,368	9,362	48
Expense	429	1,100	1,100	49
	24,077	27,500	28,658	
ELECTIONS:				
Officer-Salaries.	1,845	550	2,330	50
Expense	1,126	400	773	51
	2,971	950	3,103	

	Expended FY-1981	Appropriated FY-1982	Recommended Fiscal-Year 1983	Item No.
PLANNING BOARD:				
Expenses.	2,412	1,500	5,000	52
Professional Services . . .	400	2,000	5,000	53
Aerial Mapping.	6,652	--	--	54
Zoning By-Law	--	750	--	55
Mainstone Evaluation. . . .	135	1,750	5,000	56
	9,599	6,000	15,000	
TOWN SURVEYOR:				
Salaries.	50,962	56,861	60,536	57
Expenses.	2,318	1,600	2,000	58
* Override Addition-New Vehicle			8,000	58a
	53,280	58,461	62,536	
* Override Addition - Subtotal			70,536	
CONSERVATION COMMISSION:				
Cons.Admin.Salary	14,917	15,600	19,000	59
Expense	2,609	2,900	2,380	60
Professional Services . . .	2,162	3,500	4,000	61
Capital Investments	182	--	--	62
Used Truck.	3,000	--	--	63
Drainage Repair Project . .	--	--	4,600	64
	22,870	22,000	29,980	
Programs Paid Entirely From Fees:				
Community Gardens	--	1,900	1,900	65
HISTORICAL COMMISSION:				
Professional Services . . .	250	300	300	66
Expense	581	700	740	67
Phase II Survey	--	--	2,425	68
	831	1,000	3,465	
TOTAL GENERAL GOVERNMENT	1,003,675	805,786	1,026,923	
* OVERRIDE ADDITION - TOTAL			1,057,923	

	Expended FY-1981	Appropriated FY-1982	Recommended Fiscal-Year 1983	Item No.
PROTECTION				
POLICE DEPARTMENT:				
Salaries:				
Chief	28,687	30,199	30,500	
Lieutenant	14,397	24,089	25,775	
Sergeants(5)	101,783	111,363	121,275	
Youth Officer(1)	20,498	20,000	22,948	
Detective(1)	17,603	18,914	19,860	
Detective(1)	--	--	19,860	
Patrolmen(11)	230,111	242,889	225,038	
Clerk Secretary(1)	11,049	12,864	13,704	
Dispatchers	37,819	--	--	
Intern	5,666	6,000	6,300	
School Traffic Supervisors(2)	11,512	11,398	6,025	
Holiday Pay	13,808	15,871	15,917	
Overtime	35,820	50,000	50,000	
Night Differential	5,752	4,236	5,755	
Court Time	5,604	6,900	6,900	
Specials	2,568	2,568	--	
* Override Addition			21,200	
Total Salaries	542,677	557,291	569,857	1
* Override Addition-Salaries			591,057	1a
Expenses:				
Operating Expense	15,970	8,950	11,310	2
Uniform Expense	10,429	8,240	7,940	3
Youth Officer Program	683	800	800	4
Crime Prevention	243	300	300	5
Training Expense	4,997	5,000	6,000	6
Special Services Expense	490	500	500	7
Teleprocess	2,282	--	--	8
Out of State Travel	--	600	--	9
Equipment:				
Police Cars Purchase	27,500	29,091	25,000	10
Police Cars Operating Exp.	9,529	11,500	11,500	11
Misc.&Office Equipment	5,400	4,307	1,120	12
* Override Addition			3,800	12a
New Radio Equipment	--	--	1,780	13
Equip.Maintenance&Repair	--	--	1,900	14
Total Police Department	620,200	626,579	638,007	
* Override Addition - Total			663,007	

	Expended FY-1981	Appropriated FY-1982	Recommended Fiscal-Year 1983	Item No.
FIRE DEPARTMENT:				
Salaries:				
Chief (1)	29,201	28,500	33,100	
Deputy Chief (1).	21,730	21,480	24,301	
Captains (3).	60,218	57,786	65,529	
Firefighters (19)	340,781	341,316	353,382	
Longevity	--	3,700	3,700	
Incentive & EMT Pay . . .	--	15,100	18,400	
Overtime.	74,234	30,000	32,400	
Call Back Pay	7,391	8,000	8,000	
Holiday Pay	20,868	21,090	22,731	
Call Men, Hourly.	3,250	4,500	4,500	
Call Men, Annual.	5,318	2,400	2,400	
Clerical Part-Time. . . .	1,457	1,500	1,500	
* Override Addition			24,000	
Total Salaries	564,448	535,372	569,943	15
* Override Addition - Salaries			593,943	15a
Expenses:				
Operating Expense	7,919	5,900	6,900	16
Ambulance Expense	5,776	3,500	3,500	17
Fire Alarm Maintenance. .	3,721	2,000	2,250	18
Training & Education. . .	1,700	1,700	1,700	19
Uniform Expense	5,917	5,925	7,900	20
Out of State Travel . . .	224	300	300	21
Equipment:				
Misc. Equipment	5,495	6,000	6,000	22
Equipment Rental.	--	--	500	23
Equipment Maintenance . .	--	3,000	4,000	24
Total Fire Department	595.200	563,697	602,993	
* Override Addition - Total			626,993	
Equipment: Capital Purchase				
1 New Fire Pumper	--	--	90,000	25
JOINT COMMUNICATIONS:				
Salaries:				
Dispatchers Salaries. . .	--	70,074	85,503	26
Expenses:				
Operating Expense	--	12,245	12,500	27
Building Expense:				
Maintenance & Repairs . .	--	23,345	23,500	28
Building Utilities. . . .	--	15,480	16,500	29
	--	121,144	138,003	

	Expended FY-1981	Appropriated FY-1982	Recommended Fiscal-Year 1983	Item No.
INSPECTION DEPARTMENT:				
Salaries:				
Building Inspector. . . .	20,684	20,250	22,850	
Deputy Building Inspector	4,700	400	400	
Wiring Inspector.	7,102	7,130	7,130	
Plumbing Inspector. . . .	2,875	2,775	3,665	
Gas Inspector	3,565	3,565	3,565	
Clerical.	21,640	21,477	26,461	
Sub. Inspector.	1,150	1,500	1,500	
Sealer Weights&Measures .	550	250	250	
Total Salaries	62,266	57,347	65,821	30
Expenses:				
Building&Zoning Expense .	2,443	2,000	1,750	31
Inspectors Expense. . . .	1,422	1,685	1,680	32
Zoning Board of Appeals .	513	550	550	33
Sealer Weights&Measures .	50	50	50	34
Out of State Travel . . .	--	150	150	35
Equipment:				
Vehicle Expense	--	660	835	36
Sealer Weights&Measures .	--	160	160	37
Dog Officer:				
Salary.	11,175	11,100	13,400	38
Operating Expense	1,300	1,300	1,100	39
Boarding & Vet Expense. .	1,214	1,200	1,400	40
Total Inspection	80,383	76,202	86,896	
TOTAL PROTECTION	1,295,783	1,387,622	1,555,899	
Override Addition - TOTAL			1,604,899	

	Expended FY-1981	Appropriated FY-1982	Recommended Fiscal-Year 1983	Item No.
BOARD OF HEALTH				
BOARD OF HEALTH:				
Salaries:				
Board of Health Members .	150	150	150	
Secretary to Board. . . .	10,513	11,933	13,055	
Environmental Engineer. .	13,700	14,796	16,799	
Animal Inspector.	630	630	630	
Detached Social Worker. .	25,660	25,900	28,500	
Asst.to Det.Social Worker	12,573	15,021	16,396	
Health Inspector.	8,192	9,074	9,315	
Public Health Nurses. . .	86,469	--	--	
Total Salaries	146,571	77,504	84,845	1
Expenses:				
Bd.of Health Office Exp..	3,975	3,090	3,090	2
Social Worker Office Exp.	1,689	1,695	1,695	3
Travel.	4,198	3,479	3,479	4
School Health	1,613	--	--	5
Contractual/Professional Services:				
Framingham Youth Guidance	30,000	30,000	30,500	6
Trinity Mental Health . .	1,870	1,870	--	7
Mosquito Control.	13,200	13,200	12,700	8
Garbage Collection. . . .	31,783	--	--	
Parmenter Nursing Care Contract	--	105,500	109,360	10
Special Budget Items:				
Water Quality	--	1,500	1,500	11
Hazardous Waste Management	--	5,000	1,500	12
Total Board of Health	246,215	242,838	248,669	
WELFARE				
VETERANS' BENEFITS:				
Operating Expense	6,851	5,730	7,500	1
Other Expenses.	6,851	5,700	5,700	2
	13,702	11,430	13,200	

	Expended FY-1981	Appropriated FY-1982	Recommended Fiscal-Year 1983	Item No.
HIGHWAY DEPARTMENT				
HIGHWAY DEPARTMENT:				
Salaries:				
Superintendent.	26,300	26,450	28,900	
Clerical.	12,204	14,000	14,000	
Labor	251,385	254,442	206,554	
Overtime.	7,147	39,000	39,000	
Total Salaries	297,036	333,892	288,454	1
Maintenance:				
Roads	67,622	44,000	40,000	2
Care of Landfill.	14,883	5,750	--	3
Snow Removal.	51,370	54,000	50,000	4
Road Surfacing.	10,000	--	--	5
Contract/ProfessionalServices:				
Landfill.	7,818	5,500	107,020	6
Sweeping.	--	--	18,000	7
Basin Cleaning.	--	--	10,000	8
Line Painting	--	--	3,500	9
Equipment:				
Miscellaneous	6,967	7,000	5,384	10
Front End Loader.	59,090	--	13,000	11
1/2 Ton Truck	15,162	--	--	12
Grader Rental	--	--	4,000	13
Dozer Rental(landfill). .	6,628	6,000	--	14
2 New Plows	--	6,000	--	15
Equipment Rental(landfill)	--	3,500	--	16
	14,979	--	--	17
Maintenance of Equipment. .	75,735	86,000	70,000	18
Maint.of Equip.(landfill) .	--	17,250	--	19
Building Maintenance:				
Garage Repair	4,399	1,700	1,768	20
Utilities	17,117	21,890	20,146	21
Other Garage Expense. . .	4,845	5,410	3,000	22
	653,651	597,892	634,272	

	Expended FY-1981	Appropriated FY-1982	Recommended Fiscal-Year 1983	Item No.
HIGHWAY-WAYLAND/SUDBURY SEPTAGE FACILITY:				
Salaries:				
Labor	--	12,000	46,875	23
Expenses:				
Utilities	--	--	25,447	24
Chemicals	--	--	25,750	25
Miscellaneous	--	--	5,000	26
Insurance	--	--	5,367	27
Equipment:				
Materials & Supplies. . .	--	--	9,561	28
TOTAL	--	12,000	118,000	
WAYLAND PUBLIC SCHOOLS:				
I Regular Instruction . .	4,128,129	4,046,769	4,254,487	1
* Override Addition			170,000	1a
II Special Instruction . .	919,663	1,000,447	1,141,811	2
III Instructional Services.	869,470	769,766	862,608	3
IV Operational Services. .	1,269,808	1,086,178	1,123,644	4
V Policy-Admin.Services .	299,969	291,905	305,190	5
VI Out of State Travel . .	6,302	5,000	8,500	6
TOTAL	7,493,341	7,200,065	7,696,240	
* Override Addition - TOTAL			7,866,240	
REGIONAL VOCATIONAL SCHOOL	158,301	144,300	111,772	7

	Expended FY-1981	Appropriated FY-1982	Recommended Fiscal-Year 1983	Item No.
LIBRARY:				
Salaries:				
Library Director.	19,362	19,650	22,150	
Asst. Library Director. .	11,593	--	--	
Asst. Library-Professional	12,728	17,121	--	
Children's Librarian. . .	15,765	17,772	18,474	
Assts.-Non-Professional .	69,943	77,472	--	
Pages	7,283	6,834	8,007	
Clerks.	--	3,612	2,000	
Custodian	--	9,780	10,148	
Library Assistants. . . .	--	--	66,281	
Admin. Assistant.	--	--	14,047	
Reference Librarian . . .	--	--	688	
Tech.Services&Reference .	--	--	16,996	
Children's Rm. Assts. . .	--	--	1,872	
Additional Sunday Staff .	--	--	650	
Outreach Staff.	--	--	1,050	
* Override Addition			10,000	
Total Salaries:	136,674	152,241	162,363	1
* Override Addition - Salaries			172,363	1a
Operating Expense	24,553	23,400	24,420	2
Library Materials	42,000	35,359	31,062	3
Tuition Reimbursement . . .	500	500	500	4
Out of State Travel	250	500	500	5
Equipment	--	--	1,000	6
Refurbishing.	953	--	--	7
Building Repairs.	7,652	--	1,500	8
TOTAL	212,582	212,000	221,345	
* Override Addition - TOTAL			231,345	
LIBRARY STATE AID PROGRAMS				
State Aid, Materials. . . .	--	6,600	6,000	9
Total Library		218,600	227,345	

	Expended FY-1981	Appropriated FY-1982	Recommended Fiscal-Year 1983	Item No.
PARK AND RECREATION				
PARK AND RECREATION:				
Salaries:				
Superintendent.	24,421	25,000	27,700	
Asst. Superintendent. . .	17,079	17,598	--	
Park-Cemetery Consultant.	--	--	3,240	
Labor	119,269	128,071	143,373	
Clerical.	14,304	16,211	17,826	
Lifeguards.	7,672	FeeSupport	FeeSupport	
Beach Police.	2,247	FeeSupport	FeeSupport	
Swim Instructors.	3,474	FeeSupport	FeeSupport	
Beach Supervisors	1,675	1,980	980	
Specialists	490	750	750	
Officials	1,149	750	750	
Playground Leaders. . . .	4,152	FeeSupport	FeeSupport	
Playground Supervisors. .	1,061	1,350	FeeSupport	
Mini Camp Coordinator . .	--	--	500	
Total Salaries:	196,992	191,710	195,119	1
Expenses:				
Repairs & Maintenance . .	17,120	18,000	18,720	2
Materials & Supplies. . .	11,766	11,770	12,240	3
Uniform Expense	2,464	2,640	2,640	4
Beach Registration. . . .	377	FeeSupport	FeeSupport	5
Beach Expense	1,886	1,895	1,895	6
Tree Planting	1,529	1,000	1,000	7
Alpine Field.	426	FeeSupport	FeeSupport	8
Play Apparatus Parts. . .	1,469	500	500	9
Recorder Services	--	400	400	10
Travel & Dues	404	400	400	11
Contract/Professional Services:				
Tennis Resurfacing Contract	3,348	5,000	--	12
Tree Trimming Contract. .	15,031	13,000	14,000	13
Public Works Contract . .	5,103	5,103	5,103	14
Dutch Elm Contract. . . .	2,393	2,500	2,000	15
Tree Inventory Contract .	800	--	--	16
Basketball Resurfacing. .	--	4,500	--	17
Oil Beach Parking Lot . .	--	1,000	--	18
Out of State Travel . . .	800	750	750	19

	Expended FY-1981	Appropriated FY-1982	Recommended Fiscal-Year 1983	Item No.
Equipment:				
Misc. Small Equipment . .	951	1,500	1,500	20
Truck	5,500	7,000	10,000	21
Docks	3,883	--	--	22
Front End Loader.	17,510	--	--	23
Mower	--	--	9,000	24
Flair Mower	--	2,000	--	25
Repair Supplies & Equip .	3,962	3,300	3,300	26
Building Repairs, Lighting, etc.	5,303	4,500	4,500	27
	299,017	278,468	283,067	
Programs Paid Entirely From Fees				
Fee Supported Programs. . .	22,154	42,164	43,840	28

	Expended FY-1981	Appropriated FY-1982	Recommended Fiscal-Year 1983	Item No.
		UNCLASSIFIED		
Insurance General	199,607	197,000	177,000	1
Insurance 32B	225,727	326,000	326,000	2
Unemployment.	14,742	--	25,000	3
Street Lighting	56,000	60,000	67,000	4
Hydrant Rental.	16,000	16,000	16,000	5
Town and Finance Comm. Reports	12,600	10,000	10,000	6
Reserve Fund.	(147,089Transfer)	200,000	233,733	7
Public Ceremonies	1,319	1,000	1,200	8
Town Meeting Notices.	3,200	5,000	5,000	9
Surety Bonds.	967	1,000	1,000	10
Town Clocks	--	200	200	11
Council on Aging.	8,569	6,728	7,000	12
Non-Contributory Pension. . .	11,446	25,764	27,000	13
Pension-Disability Account. .	--	20,000	20,000	14
Road Policy Committee	--	--	6,500	15
	553,734	867,692	922,633	

	Expended FY-1981	Appropriated FY-1982	Recommended Fiscal-Year 1983	Item No.
MATURING DEBT AND INTEREST				
MATURING DEBT AND INTEREST:				
Interest:				
Bond Anticipation Notes .	2,258	--	10,000	1
FAAN Septage.	1,203	20,000	20,000	2
Anticipation of Revenue .	947	60,000	10,000	3
Schools:				
1971-3,850,000.	27,143	9,048	--	4
1972-1,050,000.	28,500	25,500	22,500	5
1976-900,000.	31,883	26,978	22,073	6
Conservation:				
1976.	1,679	600	--	7
New Town Building	62,700	53,794	45,006	8
Maturing Debt:				
Schools:				
1971-3,850,000.	385,000	385,000	--	9
1972-1,050,000.	60,000	60,000	45,000	10
1976-900,000	90,000	90,000	90,000	11
Conservation.	79,620	13,620	--	12
New Town Building	190,000	185,000	185,000	13
	960,933	929,540	449,579	
TOTAL BUDGET	12,913,088	12,738,397	13,331,439	
*Override Addition-TOTAL			13,591,439	

ARTICLE 4. TO APPROPRIATE FOR WATER DEPARTMENT

Proposed by: Water Commissioners

Article 4. To see if the Town will appropriate sums of money for the Water Department to be expended pursuant to the authority of the Water Commissioners; to determine whether such appropriation shall be provided by taxation, by appropriation from available funds, by borrowing under the authority of the General Laws, or otherwise; or take any action relative thereto.

COMMENTS: This Article provides funds according to the proposed budget below for the operation of the Water Department for the coming Fiscal Year 1983.

WATER DEPARTMENT

	Expended FY '81	Appropriated FY '82	Recommended FY '83
Salaries			
Commissioners (3)	$ 225	$ 225	$ 225
Superintendent	23,435	25,385	25,550
Labor	92,939	103,924	105,329
Town Office	22,039	24,136	24,524
Adjustment Fund-Salaries	-0-	-0-	10,060
Total Salaries	$138,638	$153,670	$165,688
Maintenance	141,505	181,390	190,790
Equipment - 1/2 Ton Truck	5,954	6,000	7,000
New Base Radio	-0-	-0-	3,000
Special Budget Items			
New Well & Pumping Station	-0-	20,000	15,000
Purge Wells	-0-	20,000	25,000
Meter Renewal	5,000	-0-	5,000
Test Wells	2,426	-0-	-0-
Aquifer Engineering Study	-0-	-0-	2,500
Total Water Department	$293,523	$381,060	$413,978

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 5. APPROPRIATION FOR ENERGY CONSERVATION

Proposed by: Energy Committee

Estimated cost: $75,000

Article 5. To see if the Town will appropriate a sum of money, to be expended by the Energy Committee established at the June, 1981 Special Town Meeting, in order to carry out energy conservation and energy efficiency measures and improvements on municipal and school buildings and Town-owned equipment and to provide for the administration of such activities; to determine whether such appropriation shall be provided by taxation, by appropriation from available funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or the Federal government, or otherwise; and to authorize the Energy Committee to apply for and accept any State or Federal grant funds for its activities; or take any action relative thereto.

COMMENTS: This Article provides funds to implement the recommendations of the Energy Committee to improve the energy efficiency in municipal and school buildings and Town equipment. The Energy Committee, created at the 1981 Special Town Meeting, was authorized to compile energy audits, to compose a comprehensive energy action plan, and to recommend Town-wide energy conservation measures on municipal buildings. After one year's study, the Committee has proposed several energy conservation measures which range from relatively simple solutions such as lower temperature settings on thermostats and reducing light levels to more complex projects such as additional insulation for some buildings or heating systems, a reduction in fan speed for some building ventilation systems or the modification of some hot water systems. It is estimated that the payback on these investments will range from a minimum of three months to a maximum of two years.

Of this expenditure, up to $7,500 would be available to fund the cost of administrating and monitoring the energy conservation activities in the Town.

Energy related expenses have had substantial increases in Town budgets in recent years. Conservation is rapidly becoming one of the most important areas of cost savings in many communities. This comprehensive approach recommended by the Energy Committee is an excellent first step in controlling our energy costs.

RECOMMENDATIONS: The Finance Committee recommends approval of the Article.

ARTICLE 6. TOWN OFFICE BUILDING IMPROVEMENTS

Proposed by: Board of Selectmen

Estimated cost: $13,000

Article 6. To see if the Town will appropriate the sum of $13,000 for the improvement of roads, walkways, parking areas, drainage, and exterior lighting at the Wayland Town Office Building substantially in accordance with the plan on file with the Town Clerk, entitled "PLAN SHOWING PROPOSED IMPROVEMENTS AT WAYLAND TOWN BUILDING, Wayland Engineering Department, December 10, 1980"; to determine whether such appropriation shall be provided by taxation, by appropriation from available funds, by transfer of funds already appropriated for another purpose, or otherwise, and to authorize the Board of Selectmen to expend the funds provided for the purposes set forth above; or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by the Selectmen and would provide $13,000 to finish off some construction details of the roads, sidewalks, and parking lots at the Town Office Building. In general, the original renovations project provided only minimal improvement of water flows in the traffic area, pending actual experience with foot traffic and parking. Daily usage of the various sections of the building by the public on a year-round basis now indicates the need for additional catch basins, drainage,walkways, berms, and lighting.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 7. SURFACE WATER QUALITY COMMITTEE

Proposed by: Board of Selectmen

Estimated cost: $7,000

Article 7. To see if the Town will appropriate a sum of money to study, monitor, maintain and improve the surface water quality in the Town; to establish a Committee to be known as the Surface Water Quality Committee, consisting of five members appointed by the Board of Selectmen, and to authorize such Committee to expend the funds so appropriated and to develop programs and policies consistent with the purposes described above; and to determine whether such appropriation shall be provided by taxation, by appropriation from available funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or the Federal government, by borrowing under the provisions of the General Laws, or otherwise; or take any action relative thereto.

COMMENTS: This Article has been inserted in the Warrant by the Selectmen at the request of the Surface Water Quality Committee to re-establish this Committee with formal responsibility directly to Town Meeting.

In 1979, the Selectmen, with the support of the Conservation Commission and the Board of Health, appointed the Surface Water Quality Study Committee. While the prime mover for this Committee was the Dudley Pond Association, similar concerns existed with regard to other water bodies in the Town. The work of this Committee has been successful; it has obtained a Federal grant of $16,000, which combined with Town funds of $7,000 completed a diagnostic/feasibility study of Dudley Pond. The final report, which should be completed in the Spring, will include discussion of various restoration possibilities.

With the completion this Spring of the report for Dudley Pond, the Committee would begin to focus on other water bodies in the community.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 8. AMEND WAGE AND SALARY CLASSIFICATION PLAN

Proposed by: Personnel Board

Article 8.

To see if the Town will vote to amend the Wage and Salary Classification Plan previously adopted by the Town, by deleting the entire Wage and Salary Plan and substituting in place thereof the text set forth below; or take any action relative thereto.

WAGE AND SALARY CLASSIFICATION PLAN

TOWN OF WAYLAND, MASSACHUSETTS

ARTICLE I

PERSONNEL BOARD

SECTION 1. There shall be a Personnel Board of five members appointed by the Selectmen, who shall have power to fill vacancies. The term of appointment shall be for five years except where the appointment is to fill a vacancy, and then it shall be to fill the unexpired term. No member of the Personnel Board shall be an employee of the Town or hold Town office. Members of the Personnel Board shall serve without compensation.

SECTION 2. The Personnel Board shall have the following powers and duties:

(a) to administer this Wage and Salary Classification Plan (hereafter called "Plan") in cooperation with the Town Boards and Departments affected;

(b) to approve all pay or classification changes of Town employees, including all hiring rates and classifications;

(c)1 to negotiate collective bargaining agreements for the Town;

(d) to establish such central personnel files for all employees as it deems useful in the administration of the Plan; and

****

Typographical errors, definitions and Section numbers have been corrected incidental to the changes indicated in the Article.

1 New sentence; reflects duty delegated by Selectmen.

(e) to review the operation of the Plan annually, including minimum and maximum wage and salary brackets, and recommend to the Town any appropriate changes.

In the case of any dispute concerning the interpretation or administration of the Plan, the decision of the Personnel Board shall be final, subject to an appeal to the Town at the next Town Meeting.

SECTION 3. The Personnel Board shall meet as often as necessary to consider such business as may be presented by Town Officials, Town Employees, or other interested persons, but not less often than quarterly. Three members of the Board shall constitute a quorum, and all action shall be taken by a majority of the members present at the Board Meeting, provided that the Board may delegate to the Chairman power to act at any time on routine matters,[2] subject to appeal to the full Board.

ARTICLE II

SALARY AND WAGE RATES

SECTION 1. The positions of all non-elected Town Employees are classified under the following job titles with the wage and salary rates set forth:

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2 Deleted "at the request of the employing agency".

ADMINISTRATIVE AND PROFESSIONAL

FISCAL YEAR 1982 SALARY RANGES [3]

POSITION TITLE	MIN.	MAX.
Executive Secretary	28,500	42,500
Admin.Financial Serv./Personnel	25,000	37,000
Administrative Assistant	15,500	23,500
Fire Chief	25,000	36,500
Police Chief	25,500	38,000
Town Accountant	21,000	32,000
Highway Superintendent	20,500	31,500
Park & Rec. Superintendent	20,500	31,500
Water Superintendent	20,000	29,500
Detached Social Worker	19,000	29,000
Treasurer/Collector	17,500	26,500
Town Surveyor	20,000	29,500
Building/Zoning Inspector	17,500	26,500
Library Director	16,500	25,500
Conservation Administrator	15,000	22,500
Data Processing Manager	19,000	29,000
Dog Officer	10,500	15,500
[4] Supervisor of Joint Communications	11,500	16,500

****

3 Ranges adjusted up 8% by Personnel Board, effective July 1, 1981.

4 New position established by Personnel Board since May 1981 Annual Town Meeting.

See Appendix A for Administrative and Professional salaries for salaries effective in FY 1982 on anniversary date of appointment and reflected in FY 1983 budget.

Non-Union Schedule

[5]FISCAL YEAR 1982 SALARY RANGE

Grade	Starting Salary	After 1 Year	After 2 Years	After 3 Years
S-1	8,329	8,676	9,037	9,375
S-2	8,676	9,037	9,375	9,772
S-3	9,037	9,375	9,772	10,148
S-4	9,375	9,772	10,148	10,563
S-5	9,772	10,148	10,563	10,978
S-6	10,148	10,563	10,978	11,421
S-7	10,563	10,978	11,421	11,874
S-8	10,978	11,421	11,874	12,343
S-9	11,421	11,874	12,343	12,854
S-10	11,874	12,343	12,854	13,363
S-11	12,343	12,854	13,363	13,893
S-12	12,854	13,363	13,893	14,435
S-13	13,363	13,893	14,435	15,021
S-14	13,893	14,435	15,021	15,615
S-15	14,435	15,021	15,615	16,257
S-16	15,021	15,615	16,257	16,897
S-17	15,615	16,257	16,897	17,572
S-18	16,257	16,897	17,572	18,277
S-19	16,897	17,572	18,277	19,006
S-20	17,572	18,277	19,006	19,765

****

5 Ranges adjusted up 8% by Personnel Board effective July 1, 1981.

POLICE DEPARTMENT (Negotiations in progress for FY 1983 wages)

Grade	Title	Fiscal Year	Starting Salary	After 1 Year	After 2 Years	Maximum
P-3	Lieutenant	1982	$21,763	$22,865	$24,018	$25,231
		1983				
P-2	Sergeant	1982	18,815	19,741	20,724	21,763
		1983				
P-1	Police Officer	1982	15,928	16,567	17,230	17,914
		1983				

Night differential of .20 per hour. Stipend of $750 per year when officer serves as Investigative Officer; stipend of $2,000 per year for service as Youth Officer; stipend of $500 for service as Prosecuting Officer.

JOINT COMMUNICATIONS CENTER (Negotiations in progress for FY 1983 wages)

Grade	Title	Fiscal Year	Starting Salary	After 1 Year	After 2 Years	Maximum
S-6	Dispatcher	1982	$10,148	$10,563	$10,978	$11,421
		1983				

[6]FIRE DEPARTMENT

Grade	Title	Fiscal Year	Starting Salary	After 1 Year	After 2 Years	Maximum
F-5	Deputy Chief	1982	$23,144	$23,144	$23,144	$23,144
		1983	24,765	24,765	24,765	24,765
F-4	Captain	1982	18,723	19,388	20,082	20,803
		1983	20,033	20,745	21,487	22,259
F-3	Mechanic and	1982	17,612	18,250	18,909	19,594
	Electrician	1983	18,844	19,527	20,232	20,966
F-2	Clerk	1982	16,105	16,682	17,278	17,899
		1983	17,232	17,849	18,847	19,152
F-1	Firefighter	1982	15,418	15,970	16,537	17,129
		1983	16,497	17,088	17,695	18,328

[7]Firefighters qualified as Emergency Medical Technicians receive a stipend of $650 per year.

****

6 Fire Department reflects 8% and 7% increases for FY 1982 and FY 1983 respectively, negotiated with Union since last Annual Town Meeting.

7 Stipend increased from $500.

OFFICE STAFF-UNION (Negotiations in progress for FY 1983 wages)

Grade	Title	Fiscal Year	Start Sal.	After 1 Yr.	After 2 Yrs	After 3 Yrs	After 4 Yrs	After 5 Yrs	After 6 Yrs
C-1	Apprent. Clerk	1982 1983	7066	7366	7669	7966	8293	8615	8965
C-5	Junior Clerk	1982 1983	8293	8615	8965	9318	9694	10082	10486
C-6	Mach.Rm. Clerk	1982 1983	8615	8965	9318	9694	10082	10486	10905
C-7	Switchbd. Oper/Rec.	1982 1983	8965	9318	9694	10082	10486	10905	11341
C-8	Senior Clerk	1982 1983	9318	9694	10082	10486	10905	11341	11811
C-12	Princ. Clerk	1982 1983	10910	11337	11783	12258	12752	13261	13792
[8] C-14	Super.of Accounts	1982 1983	11783	12258	12752	13261	13792	14349	14922
C-15	Payroll Super.	1982 1983	12258	12752	13261	13792	14349	14922	15520

Stipends are added by vote of the Personnel Board. Currently, Principal Clerks in Assessors and Water Departments have stipends of $500. Stipend of $360 added to Principal Clerk who also serves as Assistant Treasurer.

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8 New classification adopted by Personnel Board since last Annual Town Meeting.

OFFICE STAFF - NON-UNION

Grade	Title	Fiscal Year	Starting Salary	After 1 Year	After 2 Years	After 3 Years
S-18	Secretary to Exec.Sec'y.	1982 1983	16,257	16,897	17,572	18,277
S-18	Computer Oper.Lead	1982 1983	16,257	16,897	17,572	18,277
S-10	Secretary	1982 1983	11,874	12,343	12,854	13,363
[9]	Hrly.Senior Sec'y. Aide*	1982 1983	5.17	5.17	5.17	5.17
[9]	Hrly.Sec'y.Aide*	1982 1983	4.61	4.61	4.61	4.61

*Seasonal or intermittent employees. Not permanent employees, no fringe benefits.

TOWN SURVEYOR

Grade	Title	Fiscal Year	Starting Salary	After 1 Year	After 2 Years	After 3 Years
S-18	Senior Eng. Aide	1982 1983	16,257	16,897	17,572	18,277
S-14	Engineering Aide	1982 1983	13,893	14,435	15,021	15,615

BOARD OF HEALTH

Grade	Title	Fiscal Year	Starting Salary	After 1 Year	After 2 Years	After 3 Years
S-14	Assoc. Det'd. Social Worker	1982 1983	13,893	14,435	15,021	15,615
Hrly.	Health Inspect.	1982 1983	8.53	8.53	8.53	8.53
	Contract - Environ. Eng.	1982 1983	14,796			
	Contract - Collector of Dead Animals	1982 1983	600			
	Contract - Animal Inspector	1982 1983	630			

****

9 Increased by 8% by Personnel Board since last Annual Town Meeting.

[10]LIBRARY - UNION (except as indicated)

Grade	Title	Fiscal Year	Min.	After 1 Yr.	After 2 Yrs	After 3 Yrs	After 4 Yrs	After 5 Yrs
L-17	Childrens Libr.Head Tech. Services	1982	15615	16257	16897	17572	18274	19005
		1983	16708	17395	18079	18802	19554	20336
L-14	Asst.Libr.	1982	13893	14435	15021	15615	16239	16889
		1983	14866	15446	16072	16708	17376	18071
L-10	Admin.Asst. Head Circ.	1982	11874	12343	12854	13363	13897	14453
		1983	12705	13207	13754	14298	14870	15465
L-8	Asst.Child. Libr.	1982	10978	11421	11874	12343	12837	13351
		1983	11747	12220	12705	13207	13736	14285
L-6	Libr.Asst.	1982	10148	10563	10978	11421	11878	12353
		1983	10858	11303	11747	12220	12709	13218
[11]L-5	Custodian	1982	9772	10148	10563	10978	11417	11874
		1983	10456	10858	11303	11747	12217	12705
[12]Hrly.	Libr.Cl.	1982	4.69	4.69	4.69	4.69	4.69	4.69
		1983						
[12]Hrly.	Libr.Page	1982	3.35	3.35	3.35	3.35	3.35	3.35

[13]HIGHWAY (Negotiations in progress for FY 1983 wages)

Grade	Title	Fiscal Year	Starting Salary	After 1 Year	After 2 Years	After 3 Years
H-11	Gen.Foreman& Master Mech.	1982	7.91	8.18	8.45	8.74
		1983				
H-10	Working Foreman	1982	7.65	7.91	8.18	8.45
		1983				
H-9	Mechanic Welder	1982	7.40	7.65	7.91	8.18
		1983				
H-8	Area Disp. Operator	1982	7.16	7.40	7.65	7.91
		1983				
H-7	Heavy Equip, Operator	1982	6.94	7.16	7.40	7.65
		1983				
H-6	Med. Equip, Operator	1982	6.71	6.94	7.16	7.40
		1983				
H-4	Laborer-Driver	1982	6.30	6.50	6.72	6.94
		1983				
H-1	Laborer C	1982	5.73	5.92	6.10	6.30
		1983				
Seasonal Working Foreman*		1981	4.75	4.75	4.75	4.75
Hrly.Misc.Lab.*		1981	3.50	3.50	3.50	3.50

*Seasonal and Intermittent employees; not permanent employees

****

10 Library Union salaries reflect 8% and 7% increases for FY 1982 and FY 1983 respectively as well as two additional steps negotiated with Union since last Annual Town Meeting.

11 New position established by Personnel Board since last Annual Town Meeting.

12 Increased by 8% by Personnel Board since last Annual Town Meeting. Non-Union positions.

13 Highway reflects 8% increase negotiated with Union since last Annual Town Meeting.

PARK AND RECREATION DEPARTMENT (Negotiations in progress for FY 1983 Wages)

Grade	Title	Fiscal Year	Starting Salary	After 1 Year	After 2 Years	After 3 Years
S-19	Asst.Supt.	1982 1983	16,897	17,572	18,277	19,006
W-11	Gen.Foreman	1982 1983	7.84	8.14	8.43	8.73
W-10	Mechanic	1982 1983	7.60	7.84	8.14	8.43
W-9	Working Foreman	1982 1983	7.34	7.60	7.84	8.14
W-6	Heavy Equip. Operator	1982 1983	6.64	6.87	7.11	7.37
W-4	Laborer-Driver	1982 1983	6.23	6.44	6.66	6.89
W-3	Laborer A	1982 1983	6.02	6.23	6.44	6.66
W-1	Laborer C (Part-time)	1982 1983	5.65	5.83	6.02	6.23
	Seasonal Lab.	1982	3.40	3.55	3.70	3.70

Seasonal-Beach-Fiscal Year 1982

	1st Year	2nd Year	3rd Year
Supervisor	4.60	4.90	
Head Guard	4.10	4.25	4.40
Guard	3.60	3.75	3.90
Beach Police	3.20	3.30	3.40
Instructor	3.60	3.70	3.80
Instructor Aide	$60 per week		

WATER DEPARTMENT (Negotiations in progress for FY 1983 Wages)

Grade	Title	Fiscal Year	Starting Salary	After 1 Year	After 2 Years	After 3 Years
WS-15	Maintenance #1	1982 1983	14,544	15,101	15,673	16,271
WS-11	Maintenance #2	1982 1983	12,563	13,046	13,528	14,031
Contract - Meter Reader		1982	.60 per meter read			

PART TIME/SEASONAL POSITIONS

Title	Salary FY 1982
Inspectors-Gas	$3,565
Wiring	7,130
Plumbing	2,775
Sealer of Weights and Measures	250
Veteran's Agent	5,000
Auxiliary Police Chief	1,200
Registrars of Voters	50
[14]School Traffic Supervisors	2,930
Substitutes	15.41/Day
[14]Special Police, Matrons	6.99/Hour
Police Cadet - Interns	117.25/Week
[14]Call Firefighters	6.99
Divers	10.00/Hour

****

14 Increased by 8% by Personnel Board since last Annual Town Meeting.

SECTION 2. The Personnel Board may prepare such additional job descriptions to supplement the foregoing job titles as it deems desirable.

SECTION 3. If it becomes necessary during any year for any [15]Town board, commission, committee, department or official (hereafter referred to as an employing agency) to hire a regular employee to do work not covered by an existing classification, the Personnel Board may establish a temporary new classification, but the same shall be submitted to the Town as a proposed amendment to the Plan in the next warrant for a regular Town Meeting.

SECTION 4. Upon request of an employing agency the Personnel Board is authorized, for cause shown, to convert an hourly rate shown in the foregoing schedule into a salary or a salary into an hourly rate, provided that no change shall be made which will increase or reduce the average earnings of any employee.

SECTION 5. The wages and salaries of Town employees shall be fixed in strict accordance with this plan. No employing agency shall pay or employ any person at a salary or wage not fixed in accordance with this Plan and approved by the Personnel Board hereunder.

SECTION 6. Each full-time regular employee of the Town shall be awarded longevity pay in accordance with the following table:

After 5 years of service -- $100 per year
After 10 years of service-- An additional $50 ($150 total)
After 15 years of service-- An additional $50 ($200 total)
After 20 years of service-- An additional $50 ($250 total)
After 25 years of service-- An additional $50 ($300 total)
After 30 years of service-- An additional $50 ($350 total)

Payments will be made twice a year, on May 31 and November 30, and each payment will consist of half (1/2) of the yearly amount. To qualify for the additional payments under this Article, the employees must have completed the required years of service before the payment date. Part-time employees will be given consideration under this Article.

The Personnel Board will be responsible for determining the equivalency of longevity in each case.

[16]Administrative and Professional employees hired after January 1, 1979 shall not be awarded any longevity pay.

****

15 Added to define "Employing Agency".
16 Policy adopted by Personnel Board and Selectmen.

ARTICLE III

HOURS OF WORK

SECTION 1. The regular work week for office and clerical employees shall be 35 hours[17]. For Fire Department personnel, it shall be 42 hours. For Police Department personnel, it shall be 37.5 hours. The regular work week for all other Town employees shall be 40 hours, unless otherwise provided by union contract.

SECTION 2. Employees, other than members of [18]collective bargaining units, required to work more than 8 hours in any day or 40 hours in any week, shall be compensated for such overtime at a rate based on one and one-half (1-1/2) times their regular hourly rates of pay [19]or may be given time off equal to the amount of overtime. Employees, [20]other than members of collective bargaining units, whose regular work week is less than 40 hours shall receive straight-time pay up to 40 hours per week and time and one-half for all hours in excess of 40 hours per week, [21]or may be given [22]time off equal to the amount of overtime performed.

SECTION 3. Nothing in this Article shall apply to [23]Administrative and Professional employees.

[24]

****

17 Reference to "Nurses Aides" dropped since they are no longer Town employees.

18 Formerly read "Police and Fire Departments".

19 New provision; reflects provision in several union contracts.

20 New provision; recognizes differences in several union contracts.

21 Same as 19 above.

22 Three sections deleted which refer to Water Department employees and Police Department employees whose overtime is now covered by union contracts, and divers whose hourly pay is set each year.

23 Formerly read "the head of any department".

24 Section deleted; "shift differential" pay now covered in Police Union contract.

ARTICLE IV

NEW EMPLOYEES --- RECLASSIFICATION

SECTION 1. An individual newly hired by the Town or permanently transferred from one job to another shall be paid the minimum salary or wage rate for his classification except as hereinafter provided. The [25]employing agency shall report all transfers and, so far as practicable, all proposed hirings to the Personnel Board in advance of appointment for approval of the employee's classification and salary or wage rate. When prior consultation is impractical, the appointing agency may hire an individual, [26]with the approval of the Chairman, subject to review of his classification and salary or wage rate by the Personnel Board.

SECTION 2. Where, in the judgment of the Personnel Board and the employing agency, unfairness would otherwise result, a Town employee, temporarily assigned to work of a higher classification for at least one week, shall be paid the minimum rate for that classification for as long as he does such work, [27]provided that he is paid at a rate at least one step higher than his present rate.

SECTION 3. The duties of any employee may be reviewed by an employing agency upon request of the employee or its own initiative. If it appears to the employing agency that such employee belongs in a [28]different job classification because of changes in the nature [29]of his duties, the employing agency may recommend his reclassification and shall submit a revised job description to the Personnel Board which shall then review the facts and approve or deny the proposed reclassification. A reclassified employee shall be paid as an employee newly hired or transferred to the job as of the date the reclassification is approved.

SECTION 4. Where the Personnel Board finds that a qualified worker is not otherwise available for a job in the employ of the Town or serious unfairness would result, a new employee may be hired above the minimum for the bracket by crediting him with his experience in comparable jobs for other employers.

SECTION 5. Any employee who is promoted to a higher job classification will receive at least one periodic step increase under the classification at the time of promotion.

****

25 Changed from "appointing".
26 Added to cover situations where Personnel Board not scheduled to meet before hiring date.
27 Added to cover situations where an employee would not receive a pay raise when assigned to a higher classification job.
28 Replaces "higher" to cover transfers or demotions.
29 Added to aid Personnel Board in reclassification decisions.

ARTICLE V

INCREASES WITHIN ESTABLISHED RATE RANGES

SECTION 1. After each of his first three years of service in a job classification (but beginning after the next payroll period), an employee shall be eligible for the step increase shown in the Schedule of Salary and Wage Rates. Step increases will be granted only upon written recommendation of the employing agency with the approval of the Personnel Board. [30]This article does not apply to employees who are members of collective bargaining units or to Administrative and Professional employees.

The intent of this provision of the Plan is to enable the Town to reward good and faithful service. It is [31]intended that such increases will be granted [32]for merit, and increases will be withheld in any case where the employee has not progressed rapidly enough to [33]earn the increase set forth in the schedule.

****

30 Added for clarification.

31 Changed from "contemplated".

32 Changed from "normally".

33 Changed from "merit".

ARTICLE V - A

[34]ANNUAL LEAVE

SECTION 1. Paid Annual Leave shall be as follows:

(1)	0 to 5 years employment:	13 working days
(2)	5 to 15 years employment:	19 working days
(3)	15 to severance:	25 working days

Leave days will start accruing as soon as the employee is hired, but none can be taken until the employee has had six months service.

SECTION 2. The schedule for earning leave days is as follows:

(1) For 13 days leave per year - one day each 20 regularly scheduled working days.
(2) For 19 days leave per year - one day each 13.7 regularly scheduled working days.
(3) For 25 days leave per year - one day each 10.4 regularly scheduled working days.

This earning schedule is based on 260 working days per year and a five-day week.

SECTION 3. Permanent part-time employees will earn days at the same rate; i.e., calculated on the number of days worked, provided they work at least 20 hours per week.

(1) Leave may be taken one day at a time, with permission of the Department Head, and will be used for all personal business and family emergencies.
(2) Leave time may be accumulated up to 10 working days and carried over leave years until used or paid for at severance. Any accumulated time over 10 days not taken by December 31 of each year will be forfeited. For purposes of this Articles, a leave year is defined as the period January 1 to December 31.
(3) All permanent part-time employees who work less than the standard full-time hours per week for that portion shall receive leave time based on the average number of hours worked the three months preceding the leave year, and the years of service for determining leave time will be the same as for full-time employees.

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34 Replaces entire Article V-A, formerly entitled "VACATIONS". Instead of accruing time off every June 1, based on length of service on that date, non-union employees now will accrue leave time in the same manner as they accrue sick leave. Provision for 3 days of Family Emergency Leave each year abolished. Majority of Town union contracts have substantially identical provisions.

SECTION 4. In cases of certain professional personnel, the Personnel Board may establish a leave program in accordance with the general custom of such professional groups.

[35]This Article applies to all employees except as may be otherwise provided in a collective bargaining agreement.

ARTICLE V-B

HOLIDAYS WITH PAY

SECTION 1. All permanent Town employees shall be allowed the following eleven holidays with pay: New Year's Day, Martin Luther King Day, Washington's Birthday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day. Veteran's Day, Thanksgiving Day, and Christmas Day. When one of the foregoing holidays falls on a Sunday, the holiday will be observed on the following Monday. If a holiday falls on a regularly scheduled day off, or when a permanent Town employee is scheduled to work on a holiday, he shall be given an additional day off with pay or shall receive straight-time pay for the hours actually worked in addition to his regular pay.

ARTICLE V-C

SICK LEAVE

SECTION 1. Each permanent employee shall accumulate sick leave for personal illness at the rate of one day [36]for each four weeks of service, unless otherwise provided in a collective bargaining agreement. Sick leave will not be accumulated by an employee for any calendar month in which he is absent due to illness or leave of absence for more than 20 consecutive working days. Sick leave is for the protection of employees against loss of pay because of illness and shall not be taken into account in figuring termination pay.

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35 New section added to cover collective bargaining agreements, is the requirement that vacation policies must be renewed annually.

36 Changed from "a month" to reflect similar provisions in union contracts.

SECTION 2. If on sick leave, an employee may be compensated at his regular rate of pay for absences of not more than three (3) consecutive working days, provided the employing agency is satisfied that the absence was caused by the employee's illness. Sick leave with pay will be allowed for more than three (3) consecutive working days only upon submission of a doctor's certificate satisfactory to the employing agency, which certificate will be filed with the [37]Department Head. Such payment for sick leave may not exceed the employee's accrued sick leave benefit.

SECTION 3. Up to the limit of the dollar amount accrued, an employee may request that his sick leave [38]and accrued annual leave be used to supplement any workmen's compensation payments, so long as sick leave, [39]accrued annual leave, and workmen's compensation payments in each pay period do not exceed his regular after-tax income.

SECTION 4. When an employee is on sick leave, [40]and his accrued leave expires, or is receiving benefits under workmen's compensation, and his accrued leave expires, he will fall under the provisions of Article V-D, LEAVE OF ABSENCE; that is, no provision of this plan will apply, and seniority, [41]sick leave, and annual leave will not accrue during this absence.

SECTION 5. When a permanent employee retires or dies, he or his beneficiary shall receive severance pay equal to the employee's most recent daily straight time rate multiplied by [42]50% of his unused accumulated sick leave days in effect as of his retirement or death. Such severance pay shall not exceed a maximum of[43]$2,500. [44]This section applies to all employees except as may be otherwise provided in a collective bargaining agreement.

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37 Changed from "Town Accountant".

38 Added to reflect current practice.

39 Added to reflect current practice.

40 Added to clarify the meaning of this section.

41 Added to answer questions which have arisen.

42 Changed from "25%" to the figure in all union contracts.

43 Changed from "$1,250" to the figure in most union contracts.

44 New sentence added to cover collective bargaining agreements.

ARTICLE V-D

LEAVE OF ABSENCE

SECTION 1. Any employee may apply for a leave of absence without pay. The application must be approved by both the employing agency and the Personnel Board and will be granted only under unusual conditions. If a leave of absence is granted, no provision of this Plan will apply, and seniority [45]sick leave and annual leave will not accrue during this absence.[46]An employee may remain covered by the Town's Group Insurance Plan if he pays 100% of the monthly premium. This section does not apply to short term Military Leave.

[47]BEREAVEMENT LEAVE

SECTION 1. An absence with pay for a period not to exceed three days may be granted at the discretion of the [48]Department Head in case of death of a member of an employee's immediate family. The term "immediate family" shall mean an employee's spouse, child, father, mother, sister, brother, grandparents, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

[49]

ARTICLE V-F

JURY DUTY

SECTION 1. If an employee is called to serve on jury duty, he shall be paid the difference between compensation for serving on jury duty and his [50]regular (base) pay. Employees serving on jury duty should make every reasonable attempt to report for work on the days on which they serve. Reasonable documentary proof of actual service of jury duty must be presented in order that his compensation be paid.

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45 Added to answer questions which have arisen.

46 Added to answer questions which have arisen.

47 Changed from "DEATH IN A FAMILY".

48 Changed from "Administrator".

49 A section entitled Family Emergency Leave has been deleted as explained in note 34 above.

50 Changed from "normal regular base pay" to be consistent with Article V-G.

ARTICLE V-G

MILITARY LEAVE

SECTION 1. An employee called to Reserve or National Guard duty will be compensated for the difference between his military pay and his regular (base) pay for the training period not to exceed two weeks in any year, upon satisfactory evidence of completion of the training period. Military pay shall be considered to be all pay received for the entire fourteen day period, including Saturdays and Sundays. Military leave shall not be charged to vacation time.

ARTICLE V-H

[51] MATERNITY LEAVE

SECTION 1. A female employee, after having successfully completed her probationary period or, if there is no applicable probationary period, who has been employed on a full-time basis for at least three consecutive months, shall be granted a maternity leave without pay for the purpose of giving birth for a period of time not to exceed eight (8) weeks provided such employee gives two (2) weeks notice of her anticipated departure date and intention to return to work.

SECTION 2. Such employee, provided she has complied with Section 1 above, shall be entitled, at the conclusion of her maternity leave, to return to work at her previous or similar position with the same status she held as of the date her maternity leave commenced unless other employees with equal length of service, credit or status have been laid off due to changes in economic or operating conditions during the period of her maternity leave.

SECTION 3. An employee on maternity leave may use her earned sick leave or annual leave. If she has no accrued leave available or her accrued leave expires, she will fall under the provisions of Article V-D, Leave of Absence; that is, no provision of this plan will apply, and seniority, sick leave and annual leave will not accrue during this absence.

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51 New article to comply with federal and state statutes and regulations.

ARTICLE V-I

PHYSICAL EXAMINATION

SECTION 1. All new employees are required to have a physical examination completed prior to being hired. Physical examinations shall be done by a physician designated by the Town, at Town expense. The Town physician is responsible for recommendations to the appropriate Town department head, and for maintaining confidential medical records on the individuals.[52] Full-time active employees of the Police and Fire Departments are also required to have annual physical examinations.

ARTICLE VII

GRIEVANCE PROCEDURE

SECTION 1. Any employee who feels aggrieved by the administration of any provision of this Plan may take the matter up with his immediate supervisor.

SECTION 2. If the matter is not cleared up following a discussion with the immediate supervisor, the employee may submit his complaint to the employing agency in writing, which shall then give the employee an informal hearing and attempt to reach a mutually satisfactory adjustment.

SECTION 3. If the matter is not satisfactorily settled within two weeks after a written complaint is made, either party may submit the question to the Personnel Board. The Personnel Board shall take the matter under advisement, may hold a public or private hearing, and shall render a final and binding decision within thirty days.

ARTICLE VIII

EXEMPTIONS

SECTION 1. No provision of this Plan shall apply to the official duties of any elected Town Officer, to any employee of the School Committee, unless brought under the Plan by the Personnel Board upon request of the School Committee, nor to any of the following work or positions while performed on a part-time basis:

Registrars--Clerical Work	Election Wardens
Election Officers and Tellers	Registrars--Listing
Milk Inspector	Inspector of Animals
[53] Planning Board-Clerical Assist.	Veteran's Agent
Public Safety Building Janitor [54]	

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52 Reference to "Nurses in the Public Health Department" deleted since they no longer work for the Town.

53 Changed from "Fire Station Janitor".

54 Reference to "Town Hall-Janitor", "Library-Janitor", and "All Civil Service Positions, Gas Inspector, Plumbing Inspector, etc." deleted.

ARTICLE 8. AMEND WAGE AND SALARY CLASSIFICATION PLAN (Continued)

COMMENTS: The Wage and Salary Classification Plan now in effect was approved by the Town in March, 1971. Although numerous amendments to the Plan have been made annually, a complete review and amendment of the Plan have become necessary, not only to incorporate the results of collective bargaining agreements and salary ranges recommended for administrative and professional positions, but also to review the text of the Plan to reflect current policies and benefit plans.

The revisions of the Plan now in effect are indicated by underlining and footnote references. The footnotes tell what additions, deletions and changes have been made. The significant differences are the provision for Maternity Leave, the incorporation of the Vacation Plan and Family Emergency Leave into an Annual Leave Plan and the establishment of merit salary ranges for Administrative and Professional personnel. Most of the other changes reflect provisions of the several collective bargaining agreements which now cover substantially all Town employees other than those in an administrative or professional position. Certain revisions in the Plan as presented at the November 18, 1981 Special Town Meeting have been made as a result of suggestions offered at the public hearing held January 18, 1982.

RECOMMENDATION: The Finance Committee recommends approval of this Article.

ARTICLE 9. GROUP INSURANCE

Proposed by: Personnel Board

Article 9. To see if the Town will accept the provisions of Massachusetts General Laws, Chapter 32B, Section 7A providing that the Town may pay a subsidiary or additional rate for contributory group life and health insurance for employees in the service of the Town and their dependents in addition to the payment of 50% of premiums currently paid, such subsidiary or additional rate to be fixed and sums therefor to be appropriated at a subsequent Town Meeting; or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by the Personnel Board. Approval of the Article would authorize the Board to negotiate with the various Town bargaining units the possibility of increasing the Town's contribution to the premium cost of the Blue Cross/Blue Shield Master Medical Plan and the Group Life Insurance Plan. The Town currently contributes 50% of the premium cost, as in the section of the State statute currently adopted by the Town. State law requires that the percentage of the Town's contribution be the same for all bargaining groups and Town employees. Any increase in this percentage agreed to during the collective bargaining process and subsequent Personnel Board action would be subject to approval by vote of the 1983 Annual Town Meeting.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 10. PENSION STUDY COMMITTEE

Proposed by: Board of Selectmen

Estimated cost: $7,500

Article 10. To see if the Town will vote to appropriate a sum of money to fund the study of the Town Employees' Retirement System established by the Town through the acceptance of Chapter 32, Sections 1-28 of the Massachusetts General Laws, including matters relating to the Town's unfunded pension liability, the Town's continuing participation in the Middlesex County Retirement System or its future participation in an alternative system, and other issues relating to prudent management of a retirement system for the benefit of the Town and its employees; to establish a Committee to be known as the Pension Study Committee, consisting of seven members, two to be designated by the Board of Selectmen, two by the Personnel Board, two by the Finance Committee, and one by the Moderator, and to authorize such Committee to expend the funds so appropriated in order to carry out the study described above and to make policy recommendations with respect thereto; and to determine whether such appropriation shall be provided by taxation, by appropriation from available funds, by transfer of funds already appropriated for another use, by borrowing under the provisions of the General Laws, or otherwise; or take any action relative thereto.

COMMENTS: This Article is proposed by the Selectmen to create and fund a new Committee which will study the Town's position in the Middlesex County Retirement System, the liabilities arising from this system and how these liabilities might be funded by Wayland.

Until recently, State law permitted the funding of the out-of-pocket current costs of pensions only from current revenue and did not permit setting aside funds today in anticipation of future liabilities. Because of this law, the cities and towns in the Commonwealth have accumulated a substantial liability of unfunded pension obligations and no reserves. The Middlesex County Retirement System has estimated that Wayland's liability is $4,000,000. The assumptions under which this estimate was determined may well be challenged after thorough examination. Thus, the actual dollar size of the Town's liability can only be determined by careful evaluation.

It is expected that this Committee will be better able to estimate the liability, and propose an amount and process of funding that would be necessary on an annual basis to meet the Town's current and future obligations under the pension system, or if such an objective is indeed attainable.

ARTICLE 10. PENSION STUDY COMMITTEE - (Continued)

COMMENTS: As a small beginning to meet this major liability, an initial appropriation is also proposed under the following Article.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 11. FUNDING OF COUNTY RETIREMENT SYSTEM

Proposed by: Board of Selectmen

Estimated cost: $25,000

Article 11. To see if the Town will appropriate the sum of $25,000 to establish a special fund to offset the anticipated costs for funding the Town Employees' Contributory Retirement System in accordance with the provisions of Chapter 40, Section 5(D) of the Massachusetts General Laws; or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by the Selectmen to establish a special fund to offset the anticipated future cost of funding the Town employee pension system, and the comments under the previous Article apply.

The financing of employees' pensions represents a significant problem for the Town in the future. The liability to employees for past service is substantial - conceivably beyond the ability of some of the cities and towns of the Commonwealth to pay, yet it grows every year. Thus, it seems prudent to begin funding the obligation now - even before the Study Committee proposed in the previous Article has started its work.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 12. COMPENSATION OF ELECTED OFFICERS

Proposed by: Board of Selectmen

Estimated cost: $23,475

Article 12. To see if the Town will fix the salary and compensation of all elected officers of the Town pursuant to G. L. Chapter 41, Section 108, and establish the effective date of such salary and compensation.

COMMENTS: Elective officers' salaries are not covered by the Wage and Salary Classification Plan and, therefore, must be established annually by the Town. Included under this Article are the salaries of the Selectmen, the Assessors, the Board of Health, the Water Commissioners, and the Town Clerk. The salary recommendations are as indicated in the budget. The Finance Committee recommends that they be made effective as of July 1, 1982. Appendix "C" of this report sets forth the individual salaries.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 13. TO RECEIVE ROAD POLICY COMMITTEE'S REPORT

Proposed by: Road Policy Committee

Article 13. To receive the report of the Road Policy Committee established under Article 14 of the 1980 Annual Town Meeting, and to see what action the Town will take with respect to such report and the recommendations contained therein; including specifically as to whether the Town will vote to establish a Committee to be known as the Road Construction Committee which shall be responsible for implementing the proposed road construction, maintenance and improvement plans developed by the Road Policy Committee, reviewing and revising such plans as necessary on an ongoing basis, recommending appropriations and other actions respecting such plans to future Town Meetings, and applying for any State or Federal aid which may be available for the foregoing purposes; such Committee shall be comprised of seven members: two appointed by the Road Commissioners, two appointed by the Board of Selectmen, and one each by the Conservation Committee, the Sidewalk Committee, and the Finance Committee; the Police Chief, the Fire Chief, the Town Surveyor, the Highway Superintendent, and the Water Superintendent are to be non-voting advisory members; and to see if a sum of money shall be appropriated to be expended by the Committee to carry out its duties and whether such appropriation shall be provided by taxation, by appropriation from available funds, or by transfer of funds already appropriated for another purpose, or otherwise; or take any action relative thereto.

COMMENTS: This Article was inserted into the Warrant for the purposes of receiving the report of the Road Policy Committee and taking the first step recommended by that Report; that is, to appoint a new Committee to commence construction.

The Road Policy Committee's report is to be presented in summary form to the Meeting, and upon completion of the business under these Articles that Committee will be dissolved with a statement of appreciation from the Town.

The Road Policy Committee's report is a comprehensive study of the Wayland road system conducted by the engineering firm of Linenthal Eisenberg Anderson, Inc. The cost to implement the road repair projects identified in this plan is currently estimated at $15,000,000. The program would consist of three phases, with the roads of the very highest priority for repair to be completed in the first phase, which might take five years and cost approximately $6,000,000. Because of the very large cost, the sizeable long-term borrowings involved, and the overall impact on the Town, the construction commitments must be taken in small steps consistent with tax rate concerns. Strong possibilities exist for State funding, but some initiative from the Town will be required first. While a $15 million expenditure is

ARTICLE 13. TO RECEIVE ROAD POLICY COMMITTEE'S REPORT

Proposed by: Road Policy Committee

COMMENTS: clearly beyond the financial capacity of the Town, the repair and reconstruction program limited to only the very worst roads might cost between $4 million and $6 million. Significant State aid, possibly 50% to 75%,could reduce the cost down to a workable size. The following Article covers the first appropriation under the program.

Implementation of the report of the Road Policy Committee will be the responsibility of a new Town Committee, which will be established under this Article. Its responsibilities will include public hearings on the proposed changes to the roads to assure that the needs and concerns of abutters and other concerned citizens are taken into consideration in the reconstruction plans. The Committee with the Road Commissioners will apply for State or Federal funds which may be available for road construction. The Committee will also have the responsibility for updating the road masterplan to reflect current road conditions and priorities.

The following Article deals with the most costly stretch of road in the project and is the first commitment. All expenditures in the program will, of course, require regular Town Meeting approval.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 14. RECONSTRUCT PORTION OF OLD CONNECTICUT PATH EAST

Proposed by: Road Policy Committee

Estimated cost: $715,000 - To be funded through the sale of Town bonds

Article 14. To see if the Town will vote to appropriate a sum of money for the construction, reconstruction and/or improvement of Town streets and public ways, including the reconstruction of a portion of Old Connecticut Path East from the intersection of Pinebrook Road, westerly to the intersection of Cochituate Road; to determine whether such money shall be provided for by taxation, by appropriation from available funds, by transfer of funds already appropriated for another purpose, by borrowing under the authority of the General Laws, or otherwise; and to determine what Town board, committee or officer or combination of them shall be authorized to expend the money appropriated therefor and to apply and contract for aid from any public sources for the purposes of this Article; or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by the Road Policy Committee and would authorize borrowings of up to $715,000 in part to reconstruct Old Connecticut Path East from the intersection of Pinebrook Road, westerly to the intersection of Cochituate Road. Preliminary cost estimates indicate that the work may cost about $715,000. There is some indication of State reimbursement for these expenditures, but no commitments will be received by the time of Town Meeting. The decision by the voters at this meeting, however, should be independent of the expectations concerning State support.

Discussions with the State in early years have indicated that aid was contingent on new road widths consistent with the State policy of 24' on Old Connecticut Path. That width is not economically acceptable nor workable for some abutters. Recent conversations now indicate some softening of the State's policy regarding minimum road width.

The Road Policy Committee will report in detail at the meeting on all matters relating to this Article.

RECOMMENDATIONS: The Finance Committee recommends approval of the Article.

ARTICLE 15. RESURFACE OAK STREET, ETC.

Proposed by: Board of Road Commissioners

Estimated cost: $110,000

Effect on Tax Rate: $27,500

Article 15. To see if the Town will vote to appropriate a sum of money to be expended by the Road Commissioners to resurface Oak Street from Route 30 to the Natick line (approximately 2390 feet), a portion of Old Connecticut Path West from a point near the Basketball Court to the Framingham line (approximately 5460 feet) and two sections of Commonwealth Road from Rice Road East to the Natick line (approximately 2000 feet) and from the Post Office at Cochituate West to the Massachusetts Turnpike Authority bounds; to determine whether such money shall be provided for by taxation, by appropriation from available funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or Federal government, by borrowing under the authority of the General Laws, or otherwise; or take any action relative thereto.

COMMENTS: The expenditure under this Article represents the one on-going program of maintenance supported 75% by State funds, 25% by Town funds. After appropriating 100% of the costs, the Town will receive 75% reimbursement from the State. The roads specified in the Article are included in the report of the Road Policy Committee, and the resurfacing program has the support of that Committee.

The estimates for the four resurfacing projects are as follows:

Oak Street	$ 22,000
Old Connecticut Path (West end)	48,000
Commonwealth Road (East end)	22,000
Commonwealth Road (West end)	18,000
Total	$110,000

RECOMMENDATIONS: The Finance Committee recommends approval of the Article.

ARTICLE 16. ACCEPT STREETS

Proposed by: Road Commissioners

Article 16. To see if the Town will vote to accept the laying out of the following named streets and establish all or any one or more of them, or portions thereof, as Town ways, with the boundaries and measurements shown on the plans referred to in the descriptions, which plans are included in the orders of the Road Commissioners adopted with respect to such ways and filed in the office of the Town Clerk in accordance with the provisions of General Laws, Chapter 82, Sections 21-23:

1. Folsom's Pond Road, 382 feet northerly from Glezen Lane, as shown on a plan entitled, "Folsom's Pond Estates a Subdivision in Wayland, Mass." by Schofield Brothers, Inc. dated July 30, 1979, revised August 6, 1979 and August 8, 1979. Recorded in the Middlesex South District Registry of Deeds in Book 13839, page 192.

2. George Street Extension, 132 feet northwesterly extension of George Street, as shown on a plan entitled, "Definitive Sub division Plan of George Street Extension, Wayland, Mass." dated April 27, 1979 by Drake Associates, Inc. Recorded in the Middlesex South District Registry of Deeds in Book 13753, page 431.

3. Melville Place, 90 feet westerly extension of Melville Place, as shown on a plan entitled, "Definitive Subdivision Plan of Melville Place in Wayland, Mass." Owned by Michael C. Moore. Surveyed by: Colburn Engineering. Dated June 27, 1975, revised February 17, 1975, June 2, 1976, August 13, 1976 and March 1, 1978. Recorded in the Middlesex South District Registry of Deeds in Book 13573, page 019.

and to authorize the Road Commissioners to acquire by purchase, eminent domain, gift or otherwise for highway purposes the fee or any lesser interests as well as easement for drainage, slope or otherwise in any lands that may be necessary for such Town ways; and to determine whether the Town will appropriate money therefor, to be provided by taxation, by appropriation from available funds, by transfer of funds already appropriated for another purpose, by borrowing under the authority of the General Laws, or otherwise; or take any action relative thereto.

Commit

ARTICLE 16. ACCEPT STREETS - (Continued)

COMMENTS: This Article provides for the Town to accept, as Town roads, new roads or extensions to existing roads. At the time of Town Meeting, all work on these roads will have been completed and the performance bonds will have been released. No expenditure of Town funds is involved.

RECOMMENDATION: The Finance Committee recommends approval of the Article, subject to completion and release of bonds.

ARTICLE 17. AMEND ZONING BY-LAWS - FEDERAL FLOOD PROTECTION DISTRICT

Proposed by: Planning Board

Article 17. To see if the Town will amend its Zoning By-Law in the following manner:

1. By adding new paragraphs to Section 111A(3) to read as follows:

   3. A Federal Flood Protection District defined as the 100-year Flood Plain Zones A, A1-A30, which is shown, defined, and bounded on maps published by the Federal Emergency Management Agency, on file with the Town Clerk, and entitled 'FLOOD INSURANCE RATE MAP' (FIRM) and the 'FLOOD BOUNDARY and FLOODWAY MAP' (FLOODWAY) Town of Wayland, Massachusetts,Middlesex County dated June 1, 1982.

   Any land lying within the Federal Flood Protection District, the Flood Plain District, and the Watershed Protection District shall also be subject to the regulations of the underlying districts to the extent not inconsistent with the regulations for the applicable overlying district or districts and shall in addition conform to the additional requirements of the one or more overlying districts in which the land lies. In the event of any conflict between the regulations applying to two or more overlying districts which apply to the same parcel of land, the conflict shall be resolved by applying the most restrictive provisions.

2. By adding a Section XD, entitled "FEDERAL FLOOD PROTECTION DISTRICT" to read as follows:

   1. The purpose of this section is to carry out the purposes of the National Flood Insurance Program which will enable interested persons to purchase insurance against loss resulting from physical damage to or loss of real property or personal property related thereto arising from a flood.

   2. The following requirements apply in the Federal Flood Protection District:

      A. Within Zone A, as shown on the Flood Insurance Rate Map (FIRM), where the base flood elevation is not provided on the FIRM, each applicant for a building permit for any building and/or structure lying with Zone A shall obtain any existing base flood elevation data and it shall

be reviewed by the Building Inspector for its reasonable utilization toward meeting the elevation or flood-proofing requirements, as appropriate, of the State Building Code (current Section 744).

B. In the Floodway, designated on the Flood Boundary and Floodway Map, the following provisions shall apply:

1. All encroachments, including fill, new construction, substantial improvements to existing structures, and other development are prohibited unless certification by a registered professional engineer or architect is provided by the applicant for a building and/or special permit for any such encroachment within the Floodway demonstrating that such encroachment shall not result in an increase in flood levels during the occurrence of the 100-year flood.

2. Any encroachment meeting the above standard shall comply with the floodplain requirements of the State Building Code.

or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by the Planning Board to see if the Town will vote to amend its Zoning By-Laws to include a reference to the federally approved maps which detail the Federal Flood Protection District in Wayland, and adopt the official map.

This Article provides for the formal participation of the Town in the National Flood Insurance Program.

Wayland has participated informally in this program since 1975, when an initial Flood Protection District map was first drawn up. In 1976, the Federal government agreed with the Town to conduct a study in order to develop a detailed map. Since that time, the Federal Emergency Management Agency (the current name) has spent $75,000 to establish the final map.

In addition, during this initial phase of the program twenty-seven insurance policies, covering property valued at $840,000 in Wayland, have been issued.

Subsequent to the adoption of this Article, Wayland will officially join the National Flood Insurance

ARTICLE 17. AMEND ZONING BY-LAWS - FEDERAL FLOOD PROTECTION DISTRICT - (Continued)

COMMENTS: Program in June, 1982. From then on, property owners in the Federal Flood Protection District will be able to obtain insurance through normal channels rather than with the assistance of the Federal agency. Existing insurance policies will continue in force. Terms of the new phase of the program are available to existing owners only if additions of 50% or more of present value are built. Federal law prohibits banks from making loans in flood plain districts unless flood insurance coverage has been obtained by home owners. Thus, while imposing restrictions and regulations on construction in the Federal Flood Protection District, this program does provide property owners in the district access to property insurance at reasonable rates.

The Planning Board supports this Article, and will report on its public hearing at Town Meeting.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 18. AMEND ZONING BY-LAWS - PLANNED UNIT DEVELOPMENT - HOUSEKEEPING - CHAPTER 808

Proposed by: Planning Board

Article 18. To see if the Town will amend Section IXB of the Zoning By-Laws in the following manner:

(1) By deleting the words, "G. L. Chapter 40A, Section 2 and 3" from the introductory sentence of Section A and by substituting the following therefor: "St. 1975, Chapter 808, Sections 2A and 6".

(2) By deleting the words, "Section 17" from Section E 3(a) following the words, "Chapter 40A" and by substituting the following therefor: "Section 11".

(3) By deleting the words, "Section 18" from Section E 3(b) following the words, "Chapter 40A" and by substituting the following therefor: "Section 15".

(4) By deleting the words, "Section 4" from Section E 3(c) following the words, "Chapter 40A" and by substituting the following therefor: "Section 9".

(5) By deleting the words, "Section 18" and "Section 4 of the Zoning Enabling Act" from Section E 3(f) and by substituting therefor: "Section 11" and "Section 9 of the Zoning Act", respectively.

(6) By deleting the words, "Section 20" from Section E 3(g)(1) following the words, "Chapter 40A" and by substituting the following therefor: "Section 16".

(7) By deleting the words, "Section 12" from Section E 4(b) following the words, "Chapter 40A" and by substituting the following therefor: "Section 7".

(8) By deleting the words, "Section 13" from Section E 4(c) following the words, "Chapter 40A" and by substituting the following therefor: "Sections 8 and 15".

(9) By deleting the words, "Sections 17 through 19" from Section E 6 following the words, "Chapter 40A" and by substituting the following therefor: "Sections 11 through 15".

(10) By deleting the words, "Section 22" from Section H 1(a) following the words, "Chapter 40A" and by substituting the following therefor: "Section 7".

ARTICLE 18. AMEND ZONING BY-LAWS - PLANNED UNIT DEVELOPMENT - HOUSEKEEPING - CHAPTER 808 - (Cont.)

(11) By deleting the words, "Section 4" from Section J following the words, "Chapter 40A" and by substituting the following therefor: "Section 9".

or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by the Planning Board to see if the Town will vote to amend the Zoning By-Laws by adopting a revised numbering system for Section 5 of the By-Laws.

The proposed amendments merely bring our Zoning By-Laws' section numbers into compliance with current State statutes.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 19. AMEND ZONING BY-LAWS - PLANNED UNIT DEVELOPMENT - SETBACK REQUIREMENT

Proposed by: Planning Board

Article 19. To see if the Town will amend its Zoning By-Laws by adding the following sentence after the first sentence in Paragraph D.11 of Section IX B:

> No structure or building as defined in the most current codification of the Commonwealth of Massachusetts State Building Code may be erected on any portion of a planned development site within fifteen (15) feet of Public Land unless such construction shall have been recommended by the Planning Board acting in accord with the standards set forth in its Regulations.

or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by the Planning Board to see if the Town will amend its Zoning By-Laws pertaining to Planned Unit Developments, in order to provide a minimum 15 feet of setback between Public Land and any structure or building on the planned development site. The Planning Board under the provisions of this Article would retain the right to permit exceptions to this requirement.

An Article similar to this one was proposed at the 1980 Annual Town Meeting, but it failed to achieve the necessary two-thirds vote. This Article is less restrictive than the previous one, since a reference to paving has been deleted.

The overall purpose of this Article is to protect the Public Land portion of the planned development site during construction.

Currently, the Mainstone project is the only Planned Unit Development area in Wayland.

State law provides that a proposed Zoning By-Law amendment such as this one cannot be reconsidered within two years unless the Planning Board report recommends adoption of the proposed By-Law.

The Planning Board has stated that the Article as now proposed meets with their unanimous approval. The Planning Board will report further on the matter at Town Meeting.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 20. AMEND ZONING BY-LAWS - PLANNED UNIT DEVELOPMENT - BUFFER FOR ROADS (ACCEPTED WAYS)

Proposed by: Planning Board

Article 20. To see if the Town will amend its Zoning By-Laws by deleting the word "way" in the first sentence of Paragraph D.11 of Section IX B and substituting in its place the following:

> "road (other than ways or driveways not intended for public acceptance by the Town)"

so as to read as follows:

> No structure may be erected nor may any land be paved within one hundred (100) feet of the perimeter of the planned development site nor from any pond, stream or road (other than ways or driveways not intended for public acceptance by the Town) unless such construction shall have been recommended by the Planning Board acting in accord with the standards set forth in its Regulations.

or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by the Planning Board to see if the Town will amend its Zoning By-Laws to clarify language pertaining to the use of "buffers" in planned development sites.

The purpose of the Article is to assure that the required use of the one-hundred-foot buffers applies only to major public ways in existing or proposed planned development sites. The change is to make it clear that buffers are not required adjacent to smaller roads internal to the site itself (e.g., roads not maintained or plowed by the Town). A buffer is defined as an area maintained free of construction or alteration.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 21. AMEND ZONING BY-LAWS - PLANNED UNIT DEVELOPMENT - SEPTAGE DISPOSAL

Proposed by: Planning Board

Article 21. To see if the Town will amend its Zoning By-Laws by deleting the words "the provisions of Article XI" in Paragraph D.20 of Section IX B and substituting therefor the following:

"the most recent provisions"

so as to read as follows:

> All waste water treatment and/or sewerage disposal facilities shall be designed and constructed in accord with the most recent provisions of the Sanitary Code promulgated by the Mass. Department of Public Health, the Regulations of the Board of Health and all other laws pertaining thereto.

or take any action relative thereto.

COMMENTS: This and the following Article were inserted in the Warrant by the Planning Board to see if the Town will amend sections of its Zoning By-Laws pertaining to the septage disposal and the building code for the purpose of ensuring that the By-Laws always incorporate the most current wording used in State statutes and regulations.

RECOMMENDATION: The Finance Committee recommends approval of the Article

ARTICLE 22. AMEND ZONING BY-LAWS - PLANNED UNIT DEVELOPMENT - BUILDING CODE

Proposed by: Planning Board

Article 22. To see if the Town will amend its Zoning By-Laws by deleting the words "edition of the Regulations of the Building Officials and Code Administrators International, Inc." in Paragraph E.1.(m) of Section IX B and substituting therefor:

> "provisions of the Commonwealth of Massachusetts State Building Code and all other laws and regulations pertaining thereto."

so as to read as follows:

> A report showing the manner of construction of structures describing structural and paving materials, all in accord with the minimum standards prescribed in the most recent provisions of the Commonwealth of Massachusetts State Building Code and all other laws and regulations pertaining thereto.

or take any action relative thereto.

COMMENTS: Discussion of this Article is set forth under the preceding Article.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 23. AMEND ZONING BY-LAWS - TABLE OF DIMENSIONAL REQUIREMENTS

Proposed by: Planning Board

Article 23. To see if the Town will amend its Zoning By-Laws by adding to Section XIII A. Table of Dimensional Requirements the footnote reference "14" after the words "Minimum Yard Set Backs," and the footnote reference "3" in the space setting forth the Roadside Business Minimum Set Back for Uses Permitted in Single Residence Districts so that the Table shall read as follows:

TABLE of DIMENSIONAL REQUIREMENTS—WAYLAND ZONING BY-LAWS

DISTRICTS / USES		Minimum Lot Area[1] (SQ. FEET)	Maximum Lot Coverage (%)	Minimum Frontage (FEET)	Minimum Yard Set Backs[14] FRONT FROM LOT LINE (FEET)	FRONT FROM STREET ℄ (FEET)	REAR FROM LOT LINE[5] (FEET)	SIDE FROM LOT LINE (FEET)	MAXIMUM HEIGHT[4] THE LESSER of (FEET)	(STORIES)
SINGLE RESIDENCE DISTRICTS		20,000	20	120	[2] 30	55	30	[3] 15	35	2 1/2
		30,000	20	150	[2] 30	55	30	[3] 15	35	2 1/2
		40,000	20	180	[2] 30	55	30	[3] 15	35	2 1/2
		60,000	20	210	[2] 30	55	30	[3] 15	35	2 1/2
ROADSIDE BUSINESS	USES PERMITTED IN SINGLE RESIDENCE DISTS.	[7]	20	[7]	60	55	30	[3] 15	35	2 1/2
	PERMITTED NON-RESIDENTIAL USES	40,000	20	[6] 200	60		30	30	35	2 1/2
BUSINESS A	RETAIL, OFFICES, SERVICES, TRADES, ETC,	[8]	75 (70 CORNER LOT)	[8]	[2] 30	55	15	[3] 15	35	
	AUTO SERVICE & REPAIR GARAGE	30,000	25	125	40		[9] 25 [10]	[9] 25 [10]	35	
	AUTO SALES, SERVICE & REPAIRS	2 ACRES	25	200	40		[9] 25 [10]	[9] 25 [10]	35	
	GASOLINE SERVICE STATIONS	40,000	25	200	40		[9] 25 [10]	[9] 25 [10]	35	
BUSINESS B		NONE	25	NONE	[11] 60		[12] 15 [13]	[3] [12] 15 [13]	35	
LIGHT MANUFACTURING	LISTED PERMITTED USES	NONE	75 (70 CORNER LOT)	NONE	[2] 30	55	15	[3] 15	40	3
	AUTO SERVICE & REPAIR GARAGE	30,000	25	125	40		[9] 25 [10]	[9] 25 [10]	35	
	AUTO SALES, SERVICE, & REPAIRS	2 ACRES	25	200	40		[9] 25 [10]	[9] 25 [10]	35	
	GASOLINE SERVICE STATIONS	40,000	25	200	40		[9] 25 [10]	[9] 25 [10]	35	
LIMITED COMMERCIAL	USES PERMITTED IN SINGLE RESIDENCE DISTS.	[7]	20	[7]	[2] 30	55	30	[3] 15	35	2 1/2
	PERMITTED NON-RESIDENTIAL USES	NONE	20	NONE	100		100	100	35	2 1/2
PLANNED DEVELOPMENT		REQUIREMENTS OF SECTION IX B APPLY								
REFUSE DISPOSAL		NONE	NONE	NONE	[2] 30		30	[3] 15	NONE	NONE
FLEXIBLE PLAN DEVELOPMENT		REQUIREMENTS OF SECTION IX A APPLY								

ARTICLE 23. AMEND ZONING BY-LAWS - TABLE OF DIMENSIONAL REQUIREMENTS - (Continued)

and to amend B. Footnotes, number 14, by deleting the word "requirement" and substituting therefore the word "required" and by inserting the words "V (f), V(g), or V(h)" after the word "IX(d)" so that footnote B.14 shall read as follows:

"Any greater setback required by IX(d), V(f), V(g) or V(h) shall prevail."

or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by the Planning Board to see if the Town will vote to amend its Zoning By-Laws for the purpose of correcting and adding to the Table of Dimensional Requirements approved at the 1981 Annual Town Meeting.

The Table of Dimensional Requirements adopted last year summarizes the Town's Zoning By-Laws as to lot size, frontage, setbacks and height for the various types of zoning districts in the Town.

Effective June, 1982 this Table takes precedence over the text of the By-Laws. This Article serves to add information which was inadvertently omitted last year. In each case, the information already exists in the text of the By-Laws.

RECOMMENDATION: The Finance Committee recommends approval of the Article

ARTICLE 24. MAINSTONE - AUTHORIZE TOWN TO SELL OR CONVEY

Proposed by: Planning Board

Article 24. To see if the Town will authorize the Conservation Commission, with the approval of the Selectmen, the Planning Board, the Board of Zoning Appeals and the Secretary of Environmental Affairs to sell, convey or otherwise dispose of particular parcels of land in the Mainstone Planned Development Site shown on a plan entitled, "Revised Building Envelope Plan" prepared by Schofield Brothers, Inc., dated April 5, 1982, subtitled as follows:

(3)	Lots 3 & 11A	L.C.C. #16568-F
(5)	Lots 19, 20, 21 & 11B	L.C.C. #16568-M
(6)	Lots 6, 6A, 11B & 11C	L.C.C. #16568-F
(10)	Lots 10B, 12, 13, 14, 15 & Curling Road as shown on plan by H. W. Moore Associates, Inc. dated 4/20/76. Sheets 1 & 2	

a copy of which is on file with the Town Clerk; which parcels were conveyed to the Town by deed of Devens H. Hamlen, et al., dated June 24, 1977, recorded in the Middlesex South District Registry of Deeds in Book 13357, Page 620, and registered with the South Registry District of Middlesex County as Document No. 565248, in consideration for the grant to the Town and upon its acceptance of a deed conveying other areas of land and or water within said Mainstone Planned Development Site shown on said plan, which areas are sufficient to continue to meet the requirements of Section IX B D 4 of the Zoning By-Laws, subject only to terms and conditions which are substantially similar to those now in effect; and to authorize to the Board of Selectmen, the Planning Board and the Conservation Commission to do whatever may be necessary to consummate the transaction hereinabove described, including the filing and prosecution of a petition in the General Court of the Commonwealth of Massachusetts seeking enactment of a law authorizing the release contemplated; or take any action relative thereto.

COMMENTS: This Article and the subsequent two Articles were inserted in the Warrant by the Planning Board to see if the Town will authorize actions necessary for the completion of construction in the Mainstone planned development project.

ARTICLE 24. MAINSTONE - AUTHORIZE TOWN TO SELL OR CONVEY - (Cont.)

COMMENTS: The original division of the development into Public Land, Private Open Space, and building envelopes was approved by Town Meeting in 1974. It was expected that minor adjustments in the boundaries would be required as the planning and engineering progressed. There was an Article addressing this problem at Town Meeting in the Fall of 1979. Although the voters approved the necessary adjustments, there was no subsequent agreement between the developers and the Town regarding the details of the transactions, and no action was taken. The Articles in this Warrant represent a further attempt to solve the problem. In addition to bringing the matter before Town Meeting, the developers have initiated court proceedings in an attempt to resolve this issue.

There are three Articles to authorize the necessary formal documents: conveyance of land (Public Land), modification of the Conservation Restriction (Private Open Space), and permission to complete construction of the septic system.

The first Article authorizes the exchange of Public Land. In addition to facilitating completion of existing construction, the contemplated land swap would provide the Town with improved access to existing Public Land, and is supported by the Conservation Commission. Passage of this Article requires a two-thirds vote, and consummation of the exchange requires approval of the appropriate Town boards and the State.

The second Article authorizes the exchange of Private Open Space. In this case, no land would be conveyed, but there would be amendments to the metes and bounds in the Conservation Restriction. This Article also requires a two-thirds vote.

The third Article authorizes the Conservation Commission to approve the completion of the septic system in question. This Article was submitted because the contemplated construction would temporarily affect part of the Private Open Space, which, however, is protected by a Conservation Restriction. Completion of this construction does not require that land be conveyed or that boundaries be redrawn.

RECOMMENDATION: The Finance Committee recommends approval of all three Articles, assuming final agreement among the parties is reached by Annual Town Meeting.

ARTICLE 25. MAINSTONE - EXCHANGE CONSERVATION RESTRICTION

Proposed by: Planning Board

Article 25. To see if the Town will authorize the Conservation Commission, with the approval of the Selectmen, the Planning Board, the Board of Zoning Appeals and the Secretary of Environmental Affairs to release and cancel the Conservation Restriction granted to the Town by Devens H. Hamlen, et al., dated June 24, 1977, recorded with Middlesex South District Registry of Deeds in Book 13357, Page 629, and registered with Middlesex South Registry District as Document No. 565251, open land shown on a plan entitled, "Mainstone Farm, Subdivision of Land, Wayland, Mass.," dated April 20, 1976, revised December 30, 1976, and in part on March 18, 1977 by H. W. Moore Associates, Inc., recorded or to be recorded with Middlesex South District Registry of Deeds (said Lots No. 16, 17 and 18 being registered land and also shown as and comprising Lots 11, 12, 13, 14A, 14B, and 14C on Land Court Plan No. 16568F, and said Lot No. 19 being unregistered land), on 128 acres of land in said Wayland, consisting of all land shown and designated "Private Open Space" on plans identified as follows:

(a) 24.3 acres of land, being all those portions of Lot No. 1, 2 and 3 on said subdivision plan (being Lots 1, 2 and 3 on Land Court Plan No. 16568F), which are shown and designated as "Private Open Space", and which land areas so designated as "Private Open Space" on Lots 1, 2 and 3 on said subdivision plan are identified further on that certain Phase I - Site Plan of Mainstone Farm, 40 Scale, dated April 20, 1976, revised on December 30, 1976, May 23, 1977 and August 24, 1977, by H. W. Moore Associates, Inc. and E. C. Collins Associates, Sheets 1, 2 and 3 of 3, a print of which Phase I - Site Plan hereinabove described and on file with the Wayland Planning Board and Zoning Board of Appeals, is annexed hereto as Exhibit A and hereby made a part of this Restriction, and

(b) 103.7 acres of land, being all those portions of other lots, shown as Lots 4 through 15, on said subdivision plan which lie outside of, and are not included within, the limits of the residential land shown and designated as "Building Envelopes" areas, with respect to Lots 4 through 15, on that certain set of plans, also on file with the Wayland Planning Board and the Zoning Board of Appeals, identified as the "Building Envelope Plans, dated December 30, 1976, revised to October 24, 1977, by H. W. Moore Associates, Sheets 1, 2, 3 and 4 of 4", a print of which Building Envelope Plans are annexed hereto as Exhibit B and hereby made a part of this Restriction.

a copy of which is on file with the Town Clerk; in consideration for the grant to the Town and upon its acceptance of a conservation restriction in and upon areas of land and or water within the Mainstone Planned Development Site approved by vote of the Town under Article 8 of the Warrant for the October 30, 1974 Special Town Meeting shown on a plan entitled, "Revised Building Envelope Plan" prepared by Schofield Brothers, Inc., dated April 5, 1982, subtitled as follows:

(1)	Lot 1	L.C.C. #16568-F
(2)	Lot 2	L.C.C. #16568-F
(3)	Lots 3 & 11A	L.C.C. #16568-F
(4)	Lots 17 & 18	L.C.C. #16568-L
(5)	Lots 19, 20, 21 & 11B	L.C.C. #16568-M
(6)	Lots 6, 6A, 11B & 11C	L.C.C. #16568-F
(7)	Lot 7, Sheets 1 & 2	L.C.C. #16568-F
(8)	Lot 8, Sheets 1 & 2	L.C.C. #16568-F
(9)	Lot 11 as shown on plan by H. W. Moore Associates, Inc., dated 4/20/76	
(10)	Lots 10B, 12, 13, 14, 15, & Curling Road as shown on plan by H. W. Moore Associates, Inc., dated 4/20/76. Sheets 1 & 2.	

which areas are sufficient to continue to meet the requirements of Section IX B D of the Zoning By-Laws and which contains terms and conditions substantially similar to those now in effect; and to authorize the Board of Selectmen, the Planning Board and the Conservation Commission to do whatever may be necessary to consummate the transaction hereinabove described, including the filing and prosecution of a petition in the General Court of the Commonwealth of Massachusetts seeking enactment of a law authorizing the release contemplated; or take any action relative thereto.

COMMENTS: The comments on this Article will be found under the previous Article.

RECOMMENDATION: See previous Article.

ARTICLE 26. MAINSTONE - COMPLETE SEPTAGE FACILITIES

Proposed by: Planning Board

Article 26. To see if the Town will authorize the Conservation Commission, with the approval of the Selectmen, the Board of Health, the Planning Board, the Board of Zoning Appeals and the Secretary of Environmental Affairs to permit the developer of the Mainstone Planned Development Site to complete certain sewage disposal facilities that were constructed in Residential Land and or in areas of Private Open Space, and are shown on a plan entitled, "Revised Building Envelope Plan" prepared by Schofield Brothers, Inc., dated April 5, 1982, subtitled as follows:

(3) Lot 3 & 11A L.C.C. #16568-F

a copy of which is on file with the Town Clerk; which areas are subject to the terms and conditions of the Conservation Restriction granted to the Town by Devens H. Hamlen, et al., dated June 24, 1977, recorded with Middlesex South District Registry of Deeds in Book 13357, Page 629, and registered with Middlesex South Registry District as Document No. 565251, including, without limitation, the removal of trees, the excavation of earth and or the placing of fill in said Private Open Space; and to authorize the Board of Selectmen and the Conservation Commission to do whatever may be necessary to secure such authority, including the filing and prosecution of a petition in the General Court of the Commonwealth of Massachusetts seeking enactment of a law authorizing the Conservation Commission to permit such use of Private Open Space; or take any action relative thereto.

COMMENTS: The comments on this Article will be found under the first Article on this matter.

RECOMMENDATION: See first Article on this matter.

ARTICLE 27. AMEND ZONING BY-LAWS ---JOHNSON PROPERTY

Proposed by: Petitioners

Article 27. To see if the Town will vote to amend its Zoning By-Laws on parcels of land located on Route 30 and Oak Street, Wayland, owned by Walter E. Johnson, et ux and Harold Smith from present Residential to Business Zone; or take any action relative thereto.

COMMENTS: This Article was submitted by a petition to see if the Town will approve the rezoning of approximately 27 acres of land at the corner of Oak Street and Commonwealth Road (Route 30) for commercial use. The Article has been heard by the Planning Board, as a request for rezoning to the Business B District.

The developers intend to construct a three-story building with a total of 100,000 square feet of office space to be occupied by a company which develops and markets computer software. The building would accommodate 475 employees, and the site plan contains parking for 450 cars. The Article presents a policy question for the Town to decide.

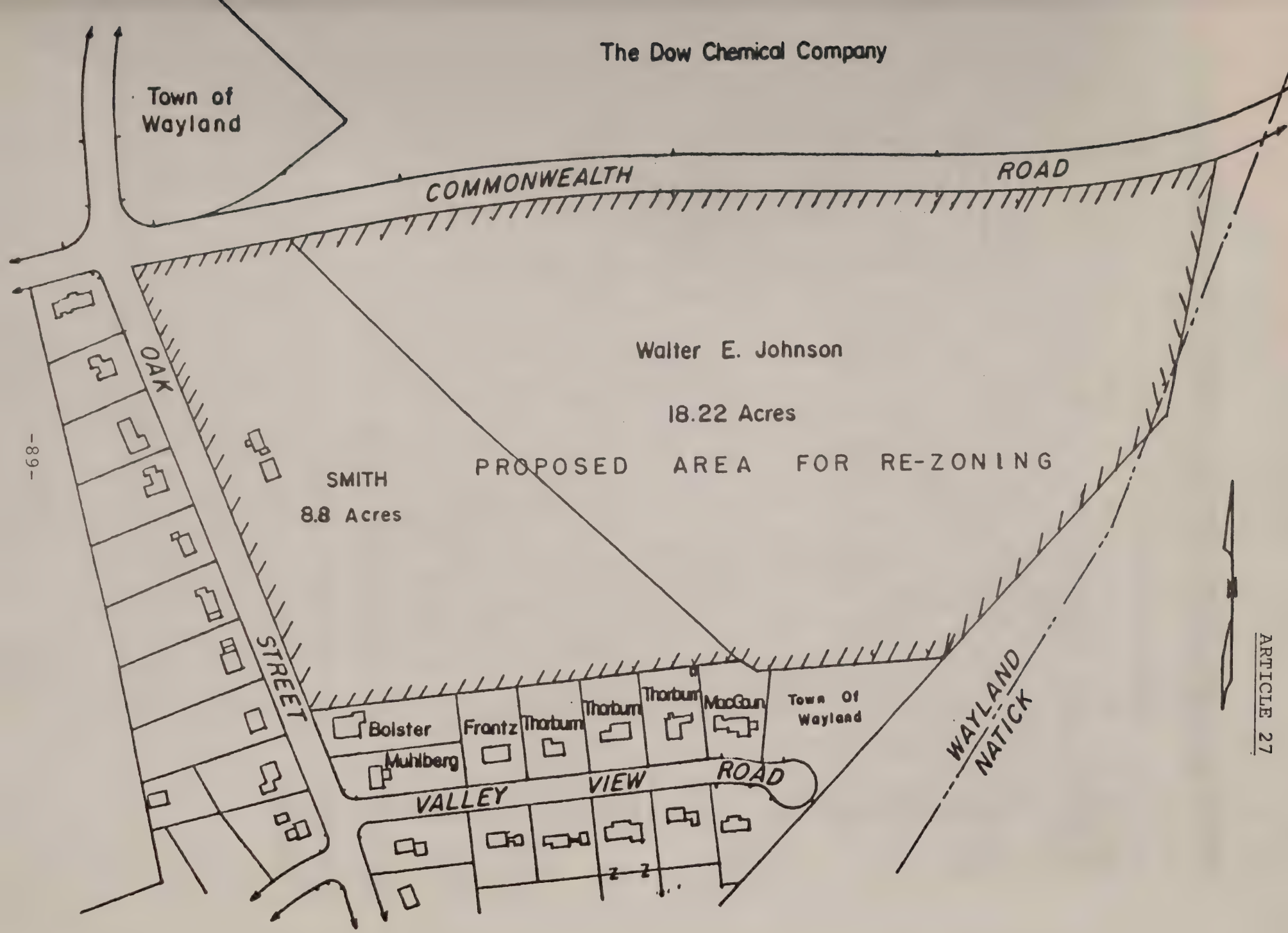
On the positive side of the proposal are the following issues: The building would be constructed on the corner of the site farthest from the abutting residences, with screening shrubbery, and would display a large sign only on the side of the building facing the Turnpike. The developer would deed over to the Town or grant conservation easements covering approximately 19 acres not needed for construction or parking in order to guarantee against further development of the site. Thus, the density of use is low. The proposed building would generate about $150,000 per year in tax revenue, $100,000 more than might be projected from a single family residential development of the same site; municipal costs would be lower with commercial use.

The arguments against the project would include: Neighbors have expressed concern over impact on traffic flow, water quality, and the significant policy change or "domino effect" which would lead to further commercial development in a residential area. Although the developer has presented engineering plans for alleviating some of the traffic disruption and has offered to contribute substantially toward the installation of a traffic signal at Route 30 and Oak Street, it is expected that the impact of 450 additional cars arriving or departing within the three-hour commuting period would still noticeably hinder the flow of traffic; Route 30 is already seriously overburdened at peak commuting hours.

ARTICLE 27. AMEND ZONING BY-LAWS ---JOHNSON PROPERTY - (Cont.)

COMMENTS: While the site density is low by developmental standards, significant traffic problems exist already and will become more difficult with the additional volume. If the rezoning is approved, it will be interpreted by some to signal a change in policy for this neighborhood and for the Town as a whole. The Finance Committee does not support a change in that direction.

RECOMMENDATION: The Finance Committee does not recommend approval of the Article.


The Dow Chemical Company
Town of Wayland
COMMONWEALTH ROAD
Walter E. Johnson
18.22 Acres
PROPOSED AREA FOR RE-ZONING
SMITH
8.8 Acres
OAK STREET
Bolster
Muhlberg
Frantz
Thorburn
Thorburn
Thorburn
MacGun
Town Of Wayland
VALLEY VIEW ROAD
WAYLAND
NATICK

ARTICLE 28. AMEND ZONING BY-LAWS - RESTRICT ZBA'S POWER TO RE-OPEN

Proposed by: Petitioners

Article 28. To see if the Town will amend its Zoning By-Laws by adding the following language to the end of the third sentence of Section XA(b):

> "but in the last case only after a written finding, following a public hearing, of substantially changed conditions on the site made by a two-thirds vote of each of the following bodies: Board of Selectmen, Planning Board, Board of Health, and the Conservation Commission, each said public hearing to be announced at least once fourteen to twenty-eight days in advance of such hearing in both the Town Crier and the Middlesex News; and provided, further, that the costs of such modification or amendment and the consideration of such modification or amendment be paid by the Board of Appeals in the case where it seeks to modify or amend its approval on its own motion pursuant hereto."

so that, as amended, that third sentence will read as follows:

> "The Board shall have the power to modify or amend its approval of a site plan on application of the owner, lessee, or mortgagee of the premises, or upon its own motion (if such power is reserved by the Board in its original approval) but in the last case only after a written finding, following a public hearing, of substantially changed conditions on the site made by a two-thirds vote of each of the following bodies: Board of Selectmen, Planning Board, Board of Health, and the Conservation Commission, each said public hearing to be announced at least once fourteen to twenty-eight days in advance of such hearing in both the Town Crier and the Middlesex News; and provided, further, that the costs of such modification or amendment and the consideration of such modifidation or amendment be paid by the Board of Appeals in the case where it seeks to modify or amend its approval on its own motion pursuant hereto."

or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by a group of petitioners to see if the Town will vote to amend its Zoning By-Laws to restrict the power of the Board of Appeals to re-open cases in reference to site plan approvals. This Article has the support of the Wayland Business Association which feels that the Board of Appeals' power is too broad since investment in properties could be threatened by the possibility of unspecified future modification

ARTICLE 28. AMEND ZONING BY-LAWS - RESTRICT ZBA'S POWER TO RE-OPEN - (Continued)

COMMENTS: of a site plan being required of the owner at a later date.

An Article to eliminate altogether this right of the Board of Appeals to re-open cases on its own motion was defeated at last year's Annual Town Meeting. At that time, the Board of Appeals stated that while its powers may well be too broad, it was in the Town's best interests to restrict the power rather than eliminate it totally. In writing its decisions in recent years, the Board has referred to issues such as public health and safety in retaining the right to re-open in its approvals. This year, the Board has not taken a formal position on this matter and is willing to accept whatever decision the Town makes on this Article.

The Finance Committee feels that while this Article appears to be a step in the right direction, it contains two serious flaws as presently drafted; namely, 1) the requirement of a two-thirds vote of the four Town boards and 2) the burden of unspecified and potentially high costs (to be borne by the Town) that might result from site plan modifications.

In the opinion of the Finance Committee, the two-thirds vote requirement is prohibitive and should be reduced to a simple majority vote of each board. This still will result in meeting the goal of the petitioners which is to ensure that site plan modifications occur only in the most serious of situations. Furthermore, the financial risk to the Town arising from unknown costs is unacceptable. Even if these flaws were to be eliminated, there is a further issue as to the legality of the Town's ability to delegate Zoning powers to other Town bodies.

Due to these serious drawbacks, the Finance Committee does not recommend approval of the Article.

RECOMMENDATION: The Finance Committee does not recommend approval of the Article.

ARTICLE 29. AMEND ZONING BY-LAWS - ELIMINATE ZBA'S POWER TO RE-OPEN

Proposed by: Petitioners

Article 29. To see if the Town will amend its Zoning By-Laws by deleting the following portion of Section XA (b): "or upon its motion (if such power is reserved by the Board in its original approval)."

COMMENTS: This Article was inserted in the Warrant by a group of petitioners to see if the Town will vote to amend its Zoning By-Laws to eliminate the power of the Board of Appeals to re-open cases in reference to site plan approvals.

An identical Article was considered at last year's Annual Town Meeting and did not receive the necessary two-thirds vote required for approval. According to State law, a proposed Zoning By-Law amendment such as this cannot be reconsidered within two years unless the Planning Board report recommends adoption of the proposed By-Law. Thus, if the Planning Board fails to recommend this Article at this Town Meeting, the Town will not be able to vote on the matter.

As stated in the comments following the previous Article, the Finance Committee recommends limitations to the authority of the Board of Appeals to re-open cases rather than the elimination of its right altogether.

RECOMMENDATION: The Finance Committee does not recommend the approval of the Article.

ARTICLE 30. SELL LAND ON ALGONQUIN PATH

Proposed by: Petitioners

Article 30. To see if the Town will authorize the Selectmen, with the approval of Town Counsel as to form, to sell, convey, abandon or otherwise dispose of to William A. and Judith F. Currier a parcel of vacant land situated in Wayland on Algonquin Path, shown as Lots 196-200 and portions of Lots 194 and 195 on a plan entitled, "Plan of Woodland Path, Wayland, Mass. September 3, 1914 Scale: 1" = 60' E. Worthington" recorded with Middlesex South District Registry of Deeds as filed plans 543 A-B; subject to road taking as shown on plan entitled, "Plan of Land in Wayland, Mass. showing proposed layout of Park Lane & Algonquin Path January 12, 1968 Scale: 1" = 20' Wayland Engineering Department" recorded with Middlesex South District Registry of Deeds in Book 11489, page 369; having an area of approximately 10,942 square feet and more particularly described as follows:

Beginning at a bound on the northerly sideline of Algonquin Path 17.31 feet east of the intersection of said sideline and the property line between William A. Currier & Judith E. Fox and the Town of Wayland, thence

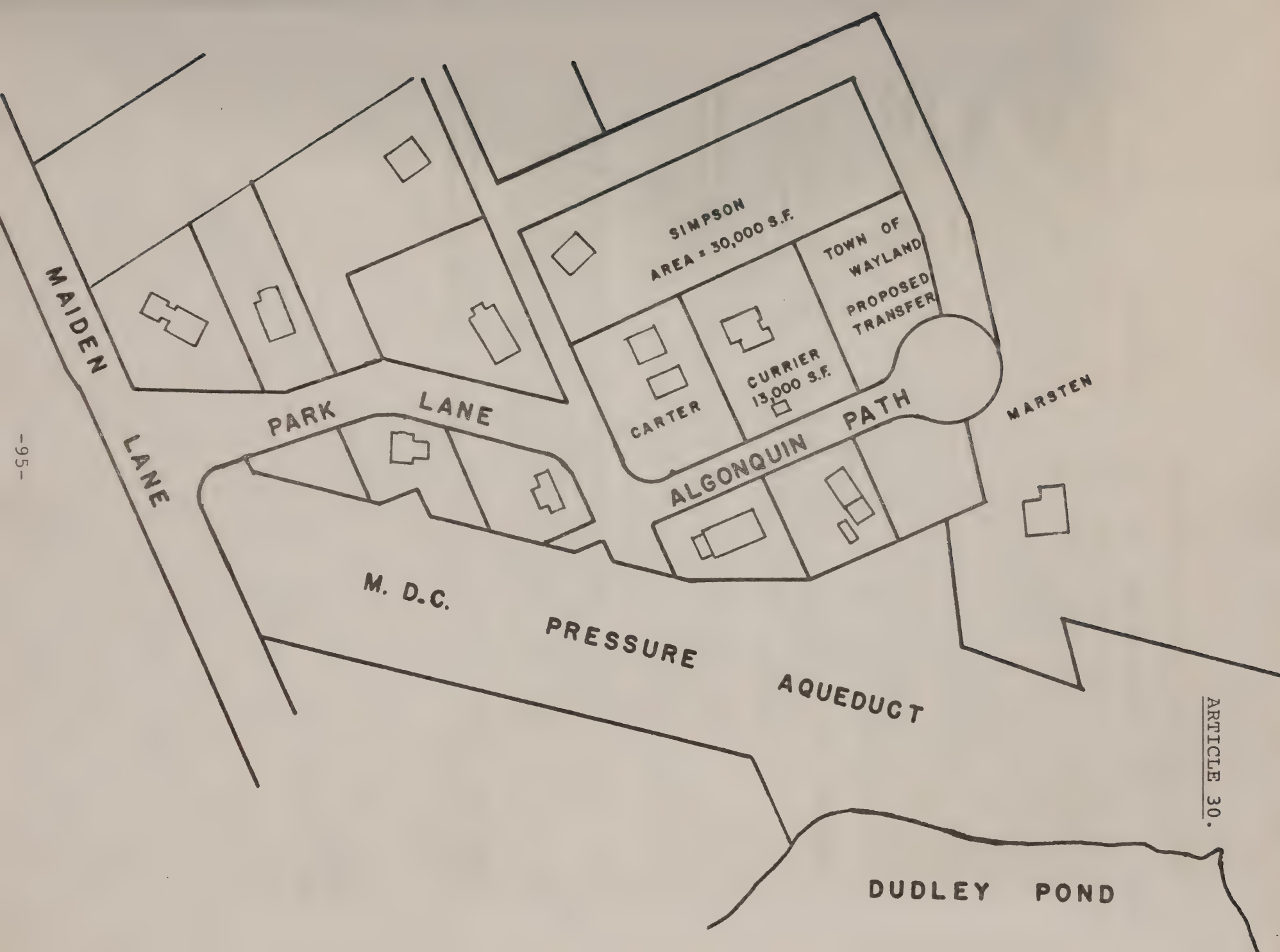
S83-17-50W,	seventeen and 31/100 (17.31) feet by Algonquin Path; thence
N06-42-10W,	one hundred thirty (130) feet by Lot 188 and portions of Lots 194 and 195; thence
N83-17-50E,	one hundred (100) feet by Lot 193; thence
S06-42-10E,	forty (40) feet by Hiawatha Path; thence
S04-09-20W,	seventy-three and 01/100 (73.01) feet by Hiawatha Path; thence
Westerly,	fifty-six and 85/100 (56.85) feet, along a curve to the left having a radius of 45.00 feet by Algonquin Path; thence
Westerly,	twenty-four and 06/100 (24.06) feet, along a curve to the right having a radius of 25.00 feet by Algonquin Path to the point of beginning.

or take any action relative thereto.

ARTICLE 30. SELL LAND ON ALGONQUIN PATH - (Continued)

COMMENTS: This Article was inserted in the Warrant by a petition, signed by more than ten citizens, to see if the Town will vote to sell a certain parcel of vacant land containing approximately 10,942 square feet to abutting property owners William A. and Judith F. Currier. The parcel in question appears to have only minimal value for any future use by the Town, and the transfer would be of benefit to both parties in the sale and to the neighborhood as well.

RECOMMENTATIONS: The Finance Committee recommends approval of the Article, subject to the negotiation of an acceptable price.


MAIDEN LANE
PARK LANE
SIMPSON
AREA = 30,000 S.F.
TOWN OF WAYLAND
PROPOSED TRANSFER
CARTER
CURRIER
13,000 S.F.
ALGONQUIN PATH
MARSTEN
M. D.C.
PRESSURE AQUEDUCT
DUDLEY POND

ARTICLE 30.

ARTICLE 31. SELL LAND ON OAK STREET

Proposed by: Board of Selectmen

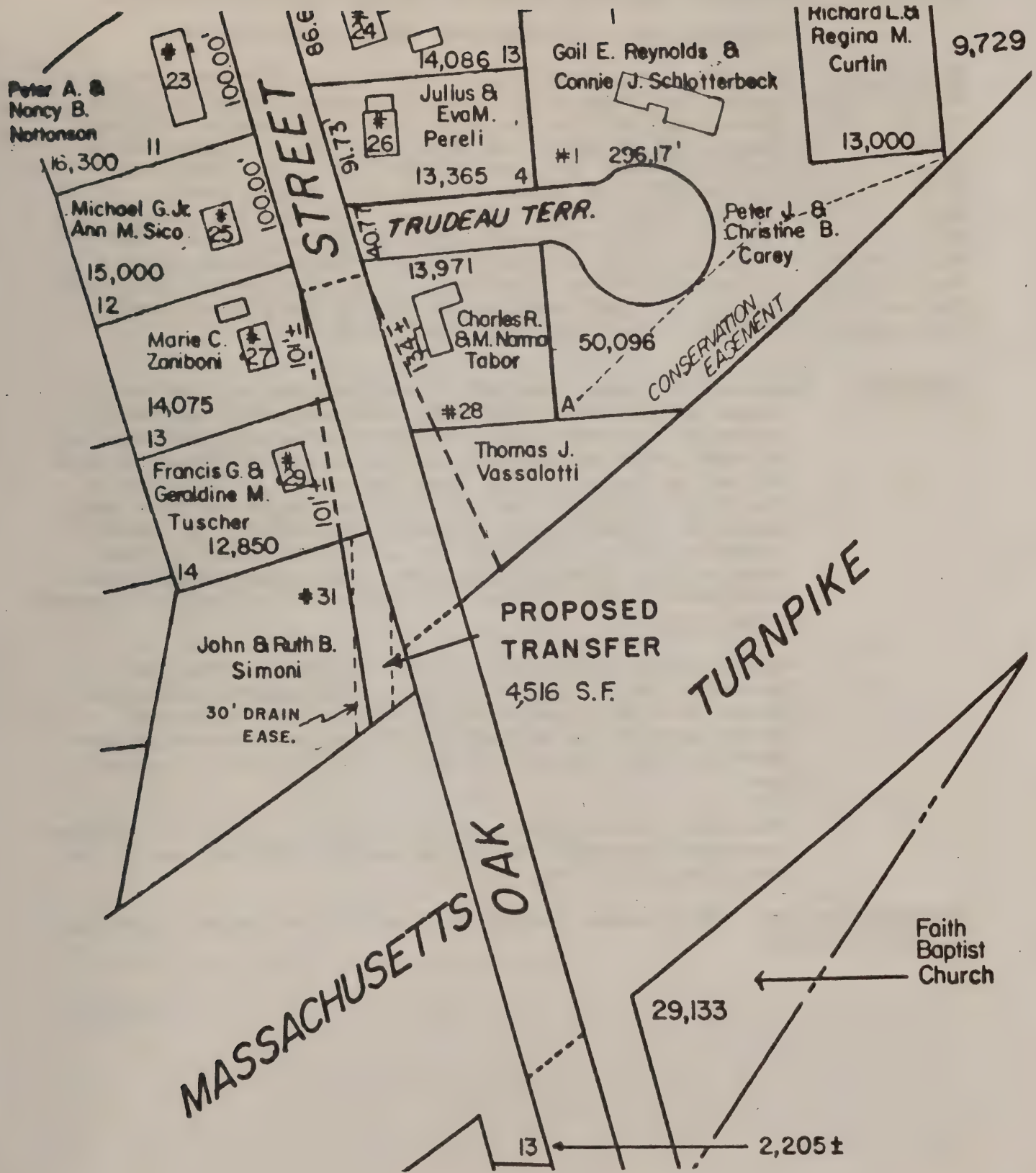
Article 31. To see if the Town will vote to authorize the Board of Selectmen, with the approval of Town Counsel as to form, to grant, convey or release to the abutter all of the Town's right, title and interest in a certain parcel of land bordering on Oak Street, conveyed to the Town by the Massachusetts Turnpike Authority, shown as Parcel No. 16 on a plan of land entitled "Plan for the Location of an Express Toll Highway known as Massachusetts Turnpike in the Town of Wayland", dated November 23, 1954, by P.H. Kitfield, Chief Engineer, recorded with the Middlesex South District Registry of Deeds in Book 8369, Page 303, and to specify the minimum amount to be paid therefor; or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by the Board of Selectmen and provide for the sale of a vacant parcel of land containing 4205 square feet to the abutters, John and Ruth Simoni.

The sale would be subject to a drainage easement, and the buyers would grant affirmative covenant to maintain the drainage facility. With the addition of this parcel, the Simonis' lot would likely be a buildable lot.

In 1962, the Town returned to other abutters with neighboring lots several small parcels of land which had been returned to the Town by the Massachusetts Turnpike Authority. For some reason, the subject parcel was not then conveyed to the Simonis.

RECOMMENDATION: Subject to the negotiation of an acceptable price, approximately $1,050, the Finance Committee recommends approval of the Article.


Peter A. & Nancy B. Nortonson
16,300
11
#23
100.00'
Michael G. Jr. & Ann M. Sico
15,000
12
#25
100.00'
Marie C. Zaniboni
14,075
13
#27
101.11'
Francis G. & Geraldine M. Tuscher
12,850
14
#29
101.11'
#31
John & Ruth B. Simoni
30' DRAIN EASE.
STREET
86.6'
#24
14,086
13
Julius & Eva M. Pereli
13,365
4
#26
91.73'
Gail E. Reynolds & Connie J. Schlotterbeck
1
#1
296.17'
Richard L. & Regina M. Curtin
13,000
9,729
TRUDEAU TERR.
407.71'
Peter J. & Christine B. Carey
13,971
Charles R. & M. Nanna Tabor
#28
50,096
A
CONSERVATION EASEMENT
Thomas J. Vassalotti
PROPOSED TRANSFER
4,516 S.F.
TURNPIKE
MASSACHUSETTS
OAK
Faith Baptist Church
29,133
13
2,205±

ARTICLE 32. TRANSFER OF LAND TO BOARD OF WATER COMMISSIONERS

Proposed by: Board of Water Commissioners

Article 32. To see if the Town will vote to transfer the care, custody, management and control of certain lands presently owned by the Town, consisting of the property located within a 400 foot radius of the Happy Hollow Wells as more particularly shown on a plan of land entitled "PLAN OF LAND IN WAYLAND, MASS. SHOWING LAND REQUIRED TO PROTECT THE HAPPY HOLLOW WELL SITE", dated April 3, 1982 by the Engineering Department, which plan is on file at the office of the Town Clerk, to the Board of Water Commissioners for water supply protection and related purposes as required by the Massachusetts Department of Environmental Quality Engineering, subject to such conditions as the Town shall deem appropriate; or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant at the request of the Board of Water Commissioners and would transfer to that Board the care, custody, and control of the lands immediately surrounding the Happy Hollow Wells, so called. The land, however, is located at the High School. The 400' radius would include land now controlled by the Highway Department on which useable fill is now stored, and would also include land of the School Department containing significant sections of the athletic fields and portions of several tennis courts.

While the objective to be accomplished under the transfer is desirable, formal arrangements with the Board of Road Commissioners and School Committee first need to be worked out to assure continuing access by these Boards to the lands for their current use.

The Town should postpone action until there is written agreement between the three boards involved which is satisfactory to the State.

RECOMMENDATION: The Finance Committee does not recommend approval of the Article.

ARTICLE 33. AMEND BY-LAWS - SPECIAL TOWN MEETING

Proposed by: Board of Selectmen

Article 33. To see if the Town will amend Article 1 of its By-Laws as follows:

A. Delete the underlined words from Section 2.

> Section 2. Service of the warrant for the annual election and the annual Town Meeting, and for any special Town Meeting, shall be made by posting attested copies thereof at the Town Building and at the public libraries in Cochituate and in Wayland Center, and by mailing or delivering a copy thereof addressed to each residence in the Town, seven days at least before the time appointed for such election or meeting.

and substitute for the underlined words,

> "not later than the time required under the General Laws for the giving of notice of such election or of any such town meeting."

B. Delete the underlined words from Section 3.

> Section 3. All articles for insertion in the warrant for the annual Town Meeting must be presented in writing to the Board of Selectmen in accordance with law on or before December 15th or such earlier time as may be fixed by the Board of Selectmen, and all such articles for special Town Meetings must be so presented at least thirty days before the date set for such meeting.

and substitute for the underlined words,

> "on or before the date fixed by the Selectmen for closing of the warrant for such meeting."

or take any action relative thereto.

COMMENTS: This Article was placed in the Warrant by the Selectmen as a result of a time shortage encountered in connection with the Special Town Meeting last Fall. The Article will bring our By-Law into conformance with State law, and will provide more flexibility regarding preparation for a Special Town Meeting; it causes no change regarding Annual Town Meetings.

ARTICLE 33. AMEND BY-LAWS - SPECIAL TOWN MEETING - (Continued)

COMMENTS: The By-Law of the Town presently provides that Warrants be mailed to voters seven days in advance of all Town Meetings. After the adoption of this By-Law, the State law was changed to require 14 days' notice of a Special Town Meeting. Part A of this Article will not only bring our By-Law into conformance with current State law, but also is so phrased as to keep it in conformance, given the State's demonstrated propensity for change.

In its current form, our By-Law allows articles to be filed as few as 30 days before a Special Town Meeting. Since notice of the Warrant now has to be given to the voters 14 days before the Meeting, by State law, instead of seven days, only 16 days are left for preparing for hearings, holding them, coping with new questions or information thus received, typing and printing a complete Warrant document.

Under part B of this Article, the Selectmen propose that discretion be left to them to select the precise date for closing of the Warrant for each Special Town Meeting. This would permit the Selectmen under normal circumstances to arrange for adequate time for the careful consideration of each proposed article, including hearings where appropriate, prior to completion and mailing of the Warrant to each voter. The Selectmen would under extraordinary circumstances also be able to provide for an accelerated schedule where prompt action at a Special Town Meeting is called for. Service of the Warrant to all voters would in all events have to be made 14 days prior to the Special Town Meeting.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 34. HOOVED ANIMAL BY-LAW

Proposed by: Board of Selectmen

Article 34. To see if the Town will amend its Police Regulations, Article 6 of its By-Laws, by adding the following new section:

Section 9. Hooved animals shall be controlled as follows:

A. The owner or other keeper of a hooved animal shall keep such animal securely confined in a building used as a barn or stable, or in a paddock, pasture, or similar enclosed area, or by tethering, except when the animal is controlled by rein, or halter and lead line.

B. No person shall take or allow a hooved animal upon the private property of another person or on a playground, recreation field, or other land of the Town (including School property), except on areas or trails designated for the purpose, of where the property owner or appropriate Town Department has given permission.

C. The owner or keeper of a hooved animal who fails to comply with this By-Law shall be subject to the following costs and penalties:

First offense: Warning

Second offense: Fine of $25.00

Third and subsequent offenses: Fine of $10.00 more than previous fine.

In addition, for each offense the owner or keeper of the animal shall reimburse the Town for the actual cost of catching and restraining the animal until its owner or keeper can take control of it (minimum of $10.00).

or take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by the Selectmen to address the occasional but nonetheless disturbing problem caused by owners of horses who unintentionally permit their animals to stray. Annually a few horses escape, and annoy or intimidate neighbors; employees of the Town are called to catch or restrain the animals.

ARTICLE 34. HOOVED ANIMAL BY-LAW - (Continued)

COMMENTS: While the By-Law in itself will not prevent straying horses or serious accidents, this Article is a reasonable step for the Town to take to improve the situation and to obtain reimbursement to the Town for any expense it may incur.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 35. ESTABLISH TOWN MEETING ADVISORY COMMITTEE

Proposed by: Petitioners

Estimated cost: $1,000

Article 35. To see if the Town will vote to establish a Committee to be known as the Town Meeting Advisory Committee to study Town Meeting procedure and to recommend action with particular respect to, but not limited to:

1. increasing the knowledge of the voter as to the process and content of Town Meeting, and Wayland practice;

2. assuring the integrity of the Town Meeting;

3. increasing the interest of the Town at large in Town Meeting;

to determine how many members shall sit on the Committee; to determine how the members shall be selected; to determine at what time or times the Committee shall meet, when and in what manner such Committee shall report on its progress and conclusions, the date that it shall be dissolved and/or whether and how it may be authorized to continue to carry out its responsibilities beyond the date set for its dissolution; to determine what monies shall be appropriated for use by the Committee; or to take any action relative thereto.

COMMENTS: This Article was inserted in the Warrant by petition to establish a Committee for the stated purposes. $1,000 will be needed for possible expenses of the Committee to cover mailing, polling, printing, etc. The Committee will report its findings at the 1983 Annual Town Meeting.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 36. AUTHORIZE TREASURER TO BORROW

Proposed by: Board of Selectmen

Estimated Cost: $10,000

Article 36. To see if the Town will authorize the Treasurer, with the approval of the Selectmen, to borrow monies from time to time in anticipation of the revenue of the fiscal year beginning July 1, 1982 in accord with the provisions of G.L. Chapter 44, Section 4, and Chapter 849 of the Acts of 1969, both as amended, and to issue a note or notes therefor, payable within one year, and to renew any note or notes that may be given for a period of less than one year in accord with the provisions of G.L. Chapter 44, Section 17, as amended.

COMMENTS: This is the regular Article inserted in the Warrant to provide authority for the Treasurer to borrow money in case of need pending collection of taxes due November 1, 1982 and May 1, 1983.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 37. AUTHORIZE SELECTMEN TO SELL OR TRADE

Proposed by: Board of Selectmen

Article 37. To see if the Town will authorize the Selectmen to sell or otherwise dispose of certain vehicles or equipment in connection with the purchase of new equipment or otherwise; or take any action relative thereto.

COMMENTS: Authorization by a vote of the Town is necessary in order to sell, trade or otherwise dispose of Town property valued at $200 or more. The following items are scheduled for disposal in 1983:

POLICE DEPARTMENT:

Two (2) 1981 Ford LTD Four-door Marked Sedans
One (1) 1980 Ford LTD Four-door Marked Sedan

FIRE DEPARTMENT:

Two (2) 1953 Mack 750 GPM Pumpers

TOWN SURVEYOR:

One (1) 1975 Chevrolet Survey Van

HIGHWAY DEPARTMENT:

One (1) Sidewalk Tractor

PARK and RECREATION DEPARTMENT:

One (1) 1976 Ford F-350 Dump Truck

WATER DEPARTMENT:

One (1) 1977 Chevrolet 1/2 Ton Pickup Truck

Funds for the purchase of new equipment for which the items listed above will be traded or sold are provided in the budgets of the individual departments.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 38. ACCEPT GIFTS

Proposed by: Town Counsel

Article 38. To see if the Town will vote to accept property which has been tendered to it as a gift, bequest, devise or otherwise; including any or all of the gifts more fully described below:

Old Connecticut Path:

A sidewalk and bike-way easement over that portion of land presently standing in the name of Rose M. Yeager shown as "Easement Area" on a plan of land entitled "PLAN OF LAND IN WAYLAND, MASS. SHOWING PROPOSED BIKE-WAY EASEMENT OVER LAND OWNED BY ROSE M. YEAGER" dated November 3, 1981, by the Wayland Engineering Department.

Pemberton Road:

A sidewalk easement over that portion of land presently standing in the name of Steven J. and Mary Jo Fugarazzo shown as "Sidewalk Easement Area" on a plan of land entitled "PLAN OF LAND IN WAYLAND, MASS. SHOWING PROPOSED SIDEWALK EASEMENT ON PEMBERTON ROAD" dated July 22, 1981 by the Wayland Engineering Department and a drainage easement of that portion of land presently standing in the name of Steven J. and Mary Jo Fugarazzo shown as "Drainage Area" on said plan.

or take any action relative thereto.

COMMENTS: This is the regular Article by which the Town accepts gifts or conveyances. A report will be made at the time of Town Meeting covering any gifts proposed for acceptance under this Article.

RECOMMENDATION: The Finance Committee recommends approval of the Article.

ARTICLE 39. TRANSFER OF FUNDS

Proposed by: Finance Committee

Article 39. To see what sum, if any, the Town will vote to transfer from available funds to meet any of the appropriations made under the foregoing Articles.

You are required to serve this Warrant by posting copies thereof, attested by you, at the Town Building, at the public libraries in Cochituate and in Wayland Center, and by mailing or delivering a copy thereof addressed to each residence in the Town, seven days, at least, before the time appointed for such meeting.

Hereof, fail not and deliver this Warrant with your return thereon to the Town Clerk on or before April 20, 1982.

Given under our hands and seals this eighth day of April, 1982.

W. H. IRVINE
MARCIA P. CROWLEY
L. THOMAS LINDEN
CATHERINE W. SEILER
HERBERT N. ODELL, JR.

Selectmen of the Town of
Wayland

ROBERT S. SWAIN, JR.
KAREN E. BROTHERS
WILLIAM G. SEGAL
PAUL F. FOSKETT
RUSSELL A. ASHTON
JAMES F. BARRETT
Finance Committee

APPENDIX A

ADMINISTRATIVE AND PROFESSIONAL SALARIES

POSITION TITLE	DATE OF APPOINTMENT	SALARY 7/1/81	SALARY 7/1/82
Executive Secretary	November 24	$32,000	34,600
Admin.Fin.Serv./Pers.	March 12	30,900	34,000
Administrative Ass't.	September 8	Vacancy	17,000
Fire Chief	March 19	30,400	33,100
Police Chief	February 9	27,500	30,500
Town Accountant	June 25	27,000	29,700
Highway Superintendent	July 27	26,350	28,750
Park & Rec. Sup't.	October 31	25,000	27,600
Water Superintendent	April 1	25,250	*
Det'd. Social Worker	August 16	25,800	28,400
Treasurer/Collector	March 4	19,800	22,000
Town Surveyor	April 12	24,900	*
Bldg./Zoning Inspector	July 3	20,750	22,850
Library Director	August 19	19,500	22,000
Conservation Admin.	October 5	Vacancy	19,000**
Data Processing Mgr.	May 31	23,800	26,200
Dog Officer	April 30	12,200	13,400
Supervisor of Jt. Comm.	April 8	Vacancy	12,000***

* Salary effective on anniversary of date of appointment.

** Includes adjustment at six month's review and annual salary review.

*** New employee - salary effective 6 months from date of appointment.

APPENDIX B

ADMINISTRATIVE SALARY SCHEDULES

NON-UNION POSITIONS	FY 1982	FY 1983
Superintendent of Schools	$51,000 (plus $2,500 annuity)	54,500
Asst.Superintendent/Personnel	43,000	43,000
Business Administrator	35,000	38,000
Asst.Superintendent/Curriculum	35,000	Position Eliminated
Coord. of Health Education	29,000	Position Eliminated
Director of Pupil Services	29,400	Position Eliminated
Social Worker	17,500	Position Eliminated
Plant Engineer	19,200	Position Eliminated
Director of Food Services	15,200	16,400 *
Director of Programs	37,000	40,000
Director of Special Education	----	30,000 - 35,000 A
Coord. of Special Education	----	26,000 - 30,000 A
Coord. of Special Education (Pre K-Gr. 5)	26,000	Position Eliminated
Coord. of Special Education (Gr.6 - Age 22)	29,400	Position Eliminated
UNIONIZED PERSONNEL		
High School Principal	43,800	36,000 - 45,500 B
Junior High Principal	40,000	36,000 - 45,500 B
Elementary Principal	36,100	33,500 - 39,500 B
High School Asst. Principal	35,750	32,500 - 38,500 B
High School Asst. Principal	32,500	32,500 - 38,500 B
Junior High Asst. Principal	32,500	32,500 - 38,500 B

NOTES: * The position of Director of Food Services is no longer included within the School Budget. It will be supported by cafeteria receipts.

A New positions for 82-83; ranges for posting purposes, persons employed will be placed within these ranges.

B Ranges are established by collective bargaining. Individual placement within the range is recommended by the Superintendent to the School Committee following annual performance appraisals in June.

APPENDIX B - Continued

TEACHER'S SALARY SCHEDULES

Step	Fiscal Year	Bachelor	B+15	Master	M+30	M+60	Ph.D.
1	1982	13,262	13,576	14,047	14,674	15,302	16,557
	1983	14,191	14,527	15,031	15,702	16,374	17,716
2	1982	13,887	14,202	14,754	15,459	16,087	17,343
	1983	14,860	15,197	15,787	16,542	17,214	18,558
3	1982	14,518	14,830	15,459	16,243	16,870	18,126
	1983	15,535	15,869	16,542	17,381	18,051	19,395
4	1982	15,146	15,459	16,164	17,029	17,654	18,911
	1983	16,207	16,542	17,296	18,222	18,890	20,235
5	1982	15,772	16,087	16,870	17,812	18,439	19,695
	1983	16,877	17,214	18,051	19,059	19,730	21,074
6	1982	16,400	16,713	17,577	18,597	19,226	20,479
	1983	17,548	17,883	18,808	19,899	20,572	21,913
7	1982	17,029	17,342	18,283	19,382	20,009	21,266
	1983	18,222	18,556	19,563	20,739	21,410	22,755
8	1982	17,654	17,970	18,989	20,165	20,795	22,050
	1983	18,890	19,228	20,319	21,577	22,251	23,594
9	1982	18,284	18,597	19,695	20,951	21,579	22,834
	1983	19,564	19,899	21,074	22,418	23,090	24,433
10	1982	18,911	19,226	20,404	21,735	22,362	23,620
	1983	20,235	20,572	21,833	23,257	23,928	25,274
11	1982	19,538	19,853	21,107	22,522	23,149	24,404
	1983	20,906	21,243	22,585	24,099	24,770	26,113
12	1982	22,405	22,557	22,599	23,306	23,932	25,188
	1983	23,974	24,136	24,181	24,938	25,608	26,952
13	1982			22,738	24,091	24,718	25,973
	1983			24,330	25,778	26,449	27,792
14	1982			25,525	28,085	29,829	31,201
	1983			27,312	30,051	31,918	33,386

(Negotiations not yet completed)

LEADERSHIP STIPENDS	FY 1982	FY 1983
Department Heads 9-12	2,200	2,400
Department Heads K-12	2,400	2,600
Team Leaders L-5	2,200	2,400
House Leaders 6-8	1,600	1,700
Curriculum Ldrs. 6-8	1,650	1,800
Instructional Leader	1,200	1,300

CO-CURRICULAR ACTIVITIES			
Athletic Coaching:	Group I	2,900	3,200 Athletic Dir.
	Group II	2,800	3,000 Hd.Ft.ball coach
	Group III-VI	1,300-2,300	1,400-2,500 Other Coaches
Other Activities:	Group I	1,650	1,765 Drama Club
	Group II	1,300	1,400 Sr. Yearbook
	Group III-VIII	280-900	300-965 Various Act.

Sub. Teachers-FY 1981: $27.00 per day first 20 days
21st to 60th day = $30.00
61st to 100th day = $35.00

SCHOOL SECRETARIAL - UNION

12 Month Title	Fiscal Year	Step1	Step2	Step3	Step4	Step5	Step6	Step7
Secretary	1982	9930	10313	10610	11042	11444	12413	13404
	1983	10626	11035	11353	11815	12245	13282	14343
Secretary-Data Pro.	1982	10145	10637	11042	11582	12092	13169	14268
	1983	10856	11382	11815	12393	12939	14091	15267
Secretary Recept.	1982	9930	10313	10610	11042	11444	12413	13404
	1983	10626	11035	11353	11815	12245	13282	14343
Bookkeeper Data Pro.	1982	9930	10313	10718	11258	11767	12845	13944
	1983	10626	11035	11469	12046	12591	13744	14920
Bookkeeper	1982	9930	10313	10610	11042	11444	12413	13404
10-Month-35 Hours								
Secretary	1982	6919	7193	7389	7686	7963	8637	9064
	1983	7404	7697	7907	8224	8521	9242	9699
Secretary/Receptionist	1982	6919	7193	7389	7686	7963	8637	9064
	1983	7404	7697	7907	8224	8521	9242	9699
10-Month-32.5 Hours								
Secretary/Receptionist	1982	6195	6436	6622	6875	7153	7842	8237
	1983	6629	6887	7086	7357	7654	8391	8814
10-Month-30 Hours								
Secretary	1982	5525	5651	5812	6061	6325	7127	7482
	1983	5912	6047	6219	6486	6768	7626	8006
10-Month-27 Hours								
Library Aide	1982	4885	5065	5212	5422	5669	6330	6640
	1983	5227	5420	5577	5802	6066	6774	7105
10-Month-25 Hours								
Secretary	1982	4607	4709	4836	5046	5273	5936	6233
	1983	4930	5039	5175	5399	5642	6352	6670

SCHOOL SECRETARIAL - PARAPROFESSIONALS - UNION

10-Month Title	Fiscal Year	Step1	Step2	Step3	Step4	Step5	Step6
Lab Asst.32.5hrs.	1982	5,813	6,092	6,392	6,741	7,301	7,644
	1983	6,220	6,518	6,840	7,213	7,812	8,179
Study Hall Aide	1982	5,581	5,975	6,366	6,688	7,168	7,567
30 hours	1983	5,972	6,394	6,812	7,156	7,670	8,097
Study Hall Aide	1982	6,103	6,469	6,883	7,260	7,771	8,189
32.5 hours	1983	6,531	6,922	7,365	7,768	8,315	8,762
Student Super.	1982	6,567	6,940	7,358	7,733	8,248	8,637
32.5 hours	1983	7,027	7,426	7,873	8,274	8,826	9,242
Teacher Aide	1982	4,476	4,685	4,915	5,185	5,615	5,884
25 hours	1983	4,789	5,013	5,259	5,548	6,008	6,296
HomeEc.Aide	1982	5,813	6,092	6,392	6,741	7,301	7,644
32.5 hours	1983	6,220	6,518	6,840	7,213	7,812	8,179
Special Nds. Aide	1982	4,476	4,685	4,915	5,185	5,615	5,884
25 hours	1983	4,789	5,013	5,259	5,548	6,008	6,296
Special Nds. Aide	1982	5,371	5,623	5,898	6,222	6,737	7,026
30 hours	1983	5,747	6,017	6,311	6,658	7,209	7,518
PL 94-142 Aide	1982	5,371	5,623	5,898	6,222	6,737	7,026
30 hours	1983	5,747	6,017	6,311	6,658	7,209	7,518
Work Study Aide	1982	5,813	6,092	6,392	6,741	7,301	7,644
32.5 hours	1983	6,220	6,519	6,840	7,213	7,812	8,179

SCHOOL SECRETARIAL - CLERICAL NON - UNION

12 Month Title	Fiscal Year	Salary
Secretary to Superintendent	1982	16.200
	1983	Salaries Not Determined
Secretaries to Asst. Supt. (2)	1982	14,580
	1983	Salaries Not Determined

CUSTODIAL SALARIES AND WAGES

	Fiscal Year	Prob. Sal.	Step1	Step2	Step3	Step4	Step5
Category 6-Matron	1982	4806	4968	5346	5724	6210	
	1983		Negotiations Incomplete				
Category 5-Maint. Men	1982	11440	12480	13000	13520	14040	14872
	1983		Negotiations Incomplete				
Category 4-Cust.	1982	13208	13936	14560	15184	15808	16640
	1983		Negotiations Incomplete				
Category 3-Cust.	1982	11960	13000	13520	14040	14560	15704
	1983		Negotiations Incomplete				
Category 2-Cust.	1982	10920	11960	12480	13104	13936	14768
	1983		Negotiations Incomplete				
Category 1-Cust. Nights	1982	9568	10400	11128	11856	12584	13624
	1983		Negotiations Incomplete				
Category 1-Cust. Days	1982	9360	10192	10920	11648	12376	13416
	1983		Negotiations Incomplete				

APPENDIX C

SALARY SCHEDULE - ELECTED TOWN OFFICERS

	Fiscal Year 1982	Fiscal Year 1983
Selectmen	$ 100	$ 100
Assessors - Chairman	1,600	1,600
Assessors	1,500	1,500
Town Clerk	16,632	18,000
Board of Health	50	50
Water Commissioners	75	75

APPENDIX D
CAPITAL PLANNING COMMITTEE
CAPITAL BUDGET AND PROGRAM
1983 - 1987
March 5, 1982

The Capital Planning Committee is charged with reviewing the financial impact of capital expenditures of all Town Boards and Commissions originating as Department items and as Town Meeting Articles. A Capital item is defined as:

A. All new municipal buildings, structures, improvements, and alterations with a cost of $10,000 or more.

B. All mechanical equipment, machinery, computers, office equipment, tools, etc., with a cost of $10,000 or more.

C. All land acquisitions.

D. All purchases of cars, trucks, and similar licensed vehicles.

The information contained in the accompanying report was gathered through the use of Capital Request Forms, follow-up meetings with the submitting authorities, and on-site visits. It has been assembled, reviewed and evaluated by the Committee. The priorities assigned by the Committee were determined on the basis of cost and need. In determining the priorities the Committee considered justification presented by the submitting authority, the effect on the related service, and the economic effect on the operating budget and the tax rate. Highest priority (1) was assigned to those items which merited inclusion in the current year's budget. A secondary (2) priority was assigned to those items which, although worthwhile, could be deferred to the following year without causing severe dislocations or decreases in existing services. The lowest priority (3) was assigned to all the remaining requests. Items in this category either were easily deferrable or lacked sufficient justification to be included in a higher category.

The items presented in the report for the years 1984-1987 represent the requests of Departments, Commissions, and Committees and will be subjected to further review as part of the ongoing process of Capital Planning.

The report is comprised of several parts. First, a summary of capital expenditures from 1981-1987. Second, a summary of proposed capital borrowing. Third, a summary of the effect of capital expenditures on the 1983 tax rate. Fourth, the summary of Department requests. Fifth, the summary of proposed articles followed by a summary of the Water Department capital requests.

The Capital Planning Committee hopes that the information contained in the report will assist the voters as they make their Town Meeting decisions.

Respectfully submitted,
Barbara Bowens
E. Michael Brown
Ray K. Heist
Mary Z. Olmsted
Walter F. Pope, Chairman

CAPITAL EXPENDITURE SUMMARY
1983 - 1987

3/5/82

	ACTUAL	BUDGET		REQUESTS			
DEPARTMENTS	1981	1982	1983	1984	1985	1986	1987
Gen.Govment.	0	0	7800				
Cons.Comm.	3180	0			15000		
Police	27500	20791	25100	35400	37000	39800	43000
Fire	0	0	85000	7000	40000	8000	80000
School	10000	0	25000	41500	27800	28100	10000
Library	0	0	22500	50000	5000	0	0
Park&Rec.	5500	7000	10000	22000	12000	0	10000
Highway	111000	0	15000	125000	67000	87000	40000
Total Dept. Capital Requests	157180	27791	190400	280900	203800	162900	183000
Effect of Dept Capital on Tax Rate**	0.33	0.06	0.40	0.59	0.43	0.34	0.39
Dept. Capital as % of 1983 Budget++	1.26	0.22	1.53	2.26	1.64	1.31	1.47
ARTICLES							
	157180	108378	859471	887000	1200400	1189800	1176000
Effect of Article Capital on Tax Rate**	0.33	0.23	1.81	1.87	2.53	2.51	2.48
Article Capital as % of 1983 Budget++	1.26	0.87	6.90	7.12	9.64	9.56	9.45
Effect of Total Capital on Tax Rate**	0.66	0.29	2.21	2.46	2.96	2.85	2.87
Total Capital as % of 1983 Budget++	2.52	1.09	8.43	9.38	11.28	10.87	10.92
WATER	41000	46000	72500	105000	107000	76000	67000

**Based on 1983 Rate $ 474000 = $1.00
++Based on 1983 Budget $12450000

PROPOSED CAPITAL BORROWING PROGRAM

3/5/82

	1983	1984	1985	1986	1987
950,000-1972	67500	65250	63000	60750	58500
900,000-1976	112072	107167	102262	97357	92452
TOTAL SCHOOLS	179572	172417	165262	158107	150952
1,605,000-1978	230006	221219	212431	203644	194856
TOTAL CURR.DEBT SERVICE	409578	393636	377693	361751	345808
LIBRARY ADDITION	0	231000	218400	205800	193200
ROAD CONSTRUC.	440000	416000	832000	784000	1176000
TOTAL DEBT SERV.	849578	1040636	1428093	1351551	1715008
DEBT SVC. AS % OF TOTAL BUDGET	6.82	8.36	11.47	10.86	13.78

SUMMARY OF EFFECT ON TAX RATE

3/5/82

	1983	1984	1985	1986	1987
EXIST.DEBT SVC.	0.86	0.83	0.80	0.76	0.73
LIBRARY ADDITION	0.00	0.49	0.46	0.43	0.41
ROAD RECONSTRUC.	0.93	0.88	1.76	1.65	2.48
TOTAL DEBT SERV.	1.79	2.20	3.01	2.85	3.62
DEPT. CAPITAL	0.40	0.59	0.40	0.34	0.39
NON-BONDED ARTICLES	0.88	0.51	0.32	0.42	0.42
EFFECT OF ALL CAPITAL ON 1982 TAX RATE	3.08	3.29	3.73	3.62	4.43

SUMMARY OF DEPARTMENTS

3/5/82

		1983	1984	1985	1986	1987
TOWN SURVEYOR						
Surveyor Van	(L)(1)	7800				
CONSERVATION COMM.						
Maintenance Vehicle				15000		
POLICE DEPARTMENT						
3 Cars	(L)(1)	25100				
4 Cars			35400	37000	39800	43000
*SUB-TOTAL		25100	35400	37000	39800	43000
FIRE DEPARTMENT						
Pumper	(L)(1)	85000				
Car-2			7000			
Engine-3				40000		
Car-1					8000	
Rescue-1						40000
Ladder-1						40000
*SUB-TOTAL		85000	7000	40000	8000	80000
SCHOOL DEPARTMENT						
Roof Maintenance	(2)	11000	10000	10000	10000	10000
Bus Replacement			17500	17800	18100	
Paving Repair	(2)	14000	14000			
*SUB-TOTAL		25000	41500	27800	28100	10000
LIBRARY						
Painting,Int/Ext.	(1)	15000				
Carpeting	(2)	7500				
Auto.Circulation			50000			
Cataloging System				5000		
*SUB-TOTAL		22500	50000	5000	0	0
PARK & RECAREATION						
F350 Dump Truck	(2)	10000				
F250 Truck W/Plow			11000			
F350 Dump Truck			11000			
F600 Truck w/Plow				12000		
F250 Truck						10000
*SUB-TOTAL		10000	22000	12000	0	10000

		1983	1984	1985	1986	1987
HIGHWAY DEPARTMENT						
John Deere 24	(L)(2)	15000				
John Deere 24			15000			
Compactor			90000			
SS Sander			10000			
1 Ton Dump #21			10000			
10 Ton Dump #5				33500		
10 Ton Dump #8				33500		
10 Ton Dump #2					33500	
10 Ton Dump #6					33500	
1 Ton Dump #7					10000	
Pickup Truck #1					10000	
SS Sander						10000
SS Sander						10000
Pickup Truck #11						10000
Pickup Truck #23						10000
*SUB TOTAL		15000	125000	67000	87000	40000

(L) = Has Possibility for Leasing

() = Number Indicates CPC Priority

SUB TOTAL DEPT'S		190400	280900	188800	162900	183000

SUMMARY OF ARTICLES

3/5/82

		1983	1984	1985	1986	1987
CONSERVATION COMMISSION						
Land Acquisitions			150000	150000	200000	200000
DATA PROCESSING						
New Computer	(L)(1)	100000				
HIGHWAY DEPARTMENT						
Sidewalk School Street		28600				
Resurface Old Conn.Path		67871				
SUB-TOTAL		96471				
LIBRARY						
Addition	(B)	--	231000	218400	205800	193200
PARK & RECREATION						
Girl Scout Land		198000				
PLANNING BOARD						
Hannah Williams						
Park Improvement	(2)	25000				
ROAD POLICY COMMITTEE						
Part A $1000000	(B)(2)	220000	208000	196000	184000	172000
Part B $1000000		220000	208000	196000	184000	172000
Part C $2000000				440000	416000	392000
Part D $2000000						440000
$6000000						
SUB-TOTAL		440000	416000	832000	784000	1176000
SIDEWALK COMMITTEE						
Sidewalks in Highway						
SURFACE WATER QUALITY						
Restoration Dudley Pond			90000			
*SUB-TOTAL ARTICLES		859471	887000	1200400	1189800	1569200

(B) = Assumption: Money Borrowed at 12% for 10 Years
(**)= The $6,000,000 shown is a proposal for Phase I of the $15,000,000 Townwide Plan for road construction.

	1983	1984	1985	1986	1987
WATER DEPARTMENT					
New Well & Pump	15000				
Test Wells	15000	15000	15000	15000	15000
New Standpipe		35000	35000	35000	35000
Backhoe		25000			
Trucks	7000		7000	16000	7000
Base Radio	5500				
Purge Wells	25000	25000	25000		
Compressor			20000		
Flow Meter					
Meter Replacement	5000	5000	5000	10000	10000
*SUB-TOTAL	72500	105000	107000	76000	67000

APPENDIX E

Salary and Wages ($20,000 or more)

The following amounts are from W-2 forms for calendar year 1981, and include any overtime and stipends. Please see Article 8 and Appendix B for base salary for each job. The difference between base salary and the amount shown below is overtime or stipends which vary from year to year.

GENERAL GOVERNMENT:			
Executive Secretary	32,361	Town Surveyor	24,566
Admin.Fin.Serv./Pers.	30,386	Data Proc.Mgr.	22,871
Town Accountant	25,600		
HEALTH:			
Social Worker	26,855		
PARK DEPARTMENT:			
Superintendent	25,210		
HIGHWAY DEPARTMENT:			
Superintendent	27,355		
WATER DEPARTMENT:			
Superintendent	24,986		
POLICE DEPARTMENT: (INCLUDES OVERTIME AND PRIVATE DETAILS*)			
Chief	27,819		
Lieutenant	28,511		
Youth Officer	30,332	Patrolman	37,040
Sergeant	32,161	Patrolman	33,402
Sergeant	25,753	Patrolman	32,449
Sergeant	27,571	Patrolman	26,151
Sergeant	25,440	Patrolman	24,076
Sergeant	24,359	Patrolman	23,814
FIRE DEPARTMENT: (INCLUDES OVERTIME)			
Chief	30,211	Firefighter	20,983
Deputy Chief	26,483	Firefighter	20,929
Captain	25,807	Firefighter	20,927
Captain	25,050	Firefighter	20,457
Captain	24,566	Firefighter	20,452
Firefighter/Mechanic	23,405	Firefighter	20,360
Firefighter/Clerk	20,457	Firefighter	20,049
Firefighter/Electr.	23,604		
TOWN LIBRARIAN:	20,525		

* The Town pays police officers for private detail work and is subsequently reimbursed by the company or individual which has hired the police officers.

SCHOOL DEPARTMENT:

Administration:

Superintendent	49,500	Asst.Supt.Curric.	36,000
Asst.Supt.Bus.Admin.	33,533	Asst.Supt.Pers.	41,500

SYSTEM WIDE PERSONNEL:

Dir.Health Educ.	32,115	Coor.Spec.Ed.Pre-5	25,778
Fine Arts	29,678	Coor.Spec.Ed.6-22yr	29,400
Metco Coord.	22,515		

PRINCIPALS:

High School	42,400	Jr.High School	38,500
Asst.High School	27,519	Asst.Jr.High	31,250
Asst.High School	34,525	Happy Hollow	34,700
Claypit School	34,650		

DEPARTMENT HEADS:

30,753	31,877	25,344	
26,551	29,973	29,071	
25,154	27,932	24,678	
29,678	31,781	28,751	
24,156			

LIBRARIANS: 24,289

TEACHERS:

24,694	26,724	26,724	28,593
29,044	27,594	26,724	28,984
21,465	22,432	23,403	26,724
29,417	27,219	30,477	20,427
28,335	26,724	23,045	20,064
24,306	28,809	28,354	23,261
24,842	27,129	30,064	26,724
21,959	26,724	27,099	24,289
21,303	26,724	27,299	24,289
22,932	27,509	29,352	21,323
26,724	29,812	28,384	29,416
27,380	23,251	25,810	25,731
21,464	24,605	21,751	28,955
29,653	22,287	22,432	25,611
24,289	28,384	21,320	21,465
20,149	24,289	24,936	31,000
21,465	28,384	26,724	31,326
28,384	27,457	24,289	21,320
22,601	21,464	21,320	29,715
25,175	25,256	24,306	31,019
21,464	21,935	21,464	25,619
20,955	28,879	21,464	21,464
25,637	22,648	25,699	21,320
26,724	23,619	21,320	21,464
25,724	26,724	24,091	

CHAPTER 32B, SECTION 7A

Contribution and withholding for premiums, subsidiary or additional rate; payments in lieu of withholding; acceptance of section

A governmental unit which has accepted the provisions of section ten and which accepts the provisions of this section may, as a part of the total monthly cost of contracts of insurance authorized by sections three and eleven C, with contributions as required by section seven, make payment of a subsidiary or additional rate which may be lower or higher than a premium determined by the governmental unit to be paid by the insured, the combination of which shall result in the governmental unit making payment of more, but not less than fifty per cent of the total monthly cost for such insurance. No governmental unit, however, shall provide different subsidiary or additional rates to any group or class within that unit.

(a) With respect to any period of insurance which is in effect for an active or retired employee and dependent, there shall be withheld from each payment of salary, wages, other compensation or retirement allowance, subject to the provisions of section nine E, fifty per cent of a premium for the insurance of the employee and his dependents and the governmental unit shall contribute the remaining fifty per cent of such premium together with any subsidiary or additional rate. The governmental unit shall also contribute fifty per cent of a premium together with any subsidiary or additional rate which may be required of an employee's dependent child who is nineteen years of age or over and mentally or physically incapable of earning his own living.

(b) If an active or retired employee is entitled to receive, during a calendar month, salary, wages, other compensation, pension or retirement allowance, and the premium has not been withheld from said salary, wages, other compensation, pension or retirement allowance, he may continue his insurance in effect by paying directly to the governmental unit the premium which would otherwise have been deducted from his salary or pension and said governmental unit shall contribute the remaining fifty per cent of the premium together with any subsidiary or additional rate. If an employee is not entitled to receive salary, wages or other compensation for a calendar month, for purposes of this chapter, he shall be deemed to have been granted a leave of absence without pay, and he shall make payment for the entire cost of his insurance to the governmental unit as aforesaid, and there shall be no

CHAPTER 32B, SECTION 7A (continued)

contribution by the governmental unit for such employee's insurance. If an employee is not entitled to receive salary, wages or other compensation for any calendar month, due to illness of such employee and not because of illness of his immediate family, for purposes of this section he shall be deemed to have been granted sick leave without pay, and subject to the rules and regulations of the appropriate public authority, said employee shall make payment of fifty per cent of the premium for his insurance to the treasurer of the governmental unit, and such governmental unit shall contribute the remaining fifty per cent of such premium together with any subsidiary or additional rate.

(c) All amounts withheld from an employee's salary, wages or other compensation as provided in paragraph (a) of this section and all amounts paid by an employee as provided in paragraph (b) of this section and all amounts withheld from retired employees as retirement allowances under the provisions of section nineteen A of chapter thirty-two together wih the contribution of the governmental unit as provided in paragraph (a) shall be paid by the treasurer of the governmental unit to the carrier or carriers entitled to the total premium and subsidiary or additional rate if any.

(d) This section shall take effect in a county, city, town or district upon its acceptance in the following manner: - In a county by vote of the county commissioners; in a city having a Plan D or Plan E charter by majority vote of its city council; in any other city by vote of its city council, approved by the mayor; in a district, except as hereinafter provided, by vote of the registered voters of the district at a district meeting; in a regional school district by vote of the regional district school committee; in a veterans' services district by vote of the district board; in a welfare district by vote of the district welfare committee; in a health district established under section twenty-seven A of chapter one hundred and eleven by vote of the joint committee; and in a town either by vote of the town or by a majority of affirmative votes cast in answer to the following question which shall be printed upon the official ballot to be used at an election in said town: - "Shall the town, in addition to the payment of fifty per cent of a premium for contributory group life and health insurance for employees in the service of the town and their dependents, pay a subsidiary or additional rate?" Section seven shall not apply in any governmental unit which accepts the provisions of this section.

REFER TO ARTICLE 11

M.G.L. CHAPTER 40, SECTION 5D

Special funds for retirement purposes; establishment by cities, towns and districts; custodian; appropriations

In order to offset the anticipated costs for funding the contributory retirement systems, cities, towns, and districts may appropriate in any year an amount not exceeding five per cent of the amount raised in the preceding year by taxation of real estate and tangible personal property. The aggregate amount in the special fund at any time shall not exceed ten per cent of the equalized valuation of the city or town as defined in section one of chapter forty-four. Any interest shall be added to and become part of such special fund.

Such special fund shall be separate and distinct from any pension financing requirements of chapter thirty-two and all sums in such special fund shall be appropriated and used only for the purpose of offsetting the anticipated future cost of funding the contributory retirement system of such city, town or district.

The treasurer of the city, town or district shall be the custodian of such special fund and may deposit the proceeds in national banks or invest the proceeds by deposit in savings banks, co-operative banks or trust companies organized under the laws of the commonwealth, or invest the same in such securities as are legal for the investment of funds of savings banks under the laws of the commonwealth or in federal savings and loan associations situated in the commonwealth.

Such special fund may be appropriated for such purposes in a town at an annual town meeting by a majority vote, in a district at an annual district meeting by a majority vote, and in a city by a majority vote of the city council.

REFER TO ARTICLE 32

M.G.L. CHAPTER 40. SECTION 15A

Transfer of land; procedure

Whenever a board or officer having charge of land, including land acquired for playground purposes pursuant to the provisions of section fourteen of chapter forty-five, but excluding land acquired for park purposes, constituting the whole or any part of an estate held by a city or town within its limits for a specific purpose shall determine that such land is no longer needed for such purpose, whether such land was acquired before or after the effective date of this section and whether acquired by eminent domain, purchase, gift, devise or otherwise, such board of officer shall forthwith give notice of such determination to the city council of the city or the board of selectmen of the town. At any time after the receipt of such notice, the city council of the city by a two thirds vote of all its members, in the case of a city having a city manager, with the approval of said city manager, and in the case of other cities, with the approval of the mayor, or the town by a two thirds vote at a regular or special town meeting, may transfer the care, custody, management and control of such land to the same or another board or officer of the city or town for another specific municipal purpose, any provision of the general or special law to the contrary notwithstanding; provided, that no such transfer shall be valid if it is in violation of any term or condition of the title of the city or town to such land.

REFER TO ARTICLE 33

M.G.L. CHAPTER 39, SECTION 10

Warrant; issuance, contents

Every town meeting or town election, except as hereinafter provided, shall be called in pursuance of a warrant, under the hands of the selectmen, notice of which shall be given at least seven days before the annual meeting or an annual or special election and at least fourteen days before any special town meeting. The warrant shall be directed to the constable or to some other persons, who shall forthwith give notice of such meeting in the manner prescribed by the by-laws, or, if there are no by-laws, by a vote of the town, or in a manner approved by the attorney general..... The selectmen shall insert in the warrant for the annual meeting all subjects the insertion of which shall be requested of them in writing by ten or more registered voters of the town and in the warrant for every special town meeting all subjects the insertion of which shall be requested of them in writing by one hundred registered voters or by ten per cent of the total number of registered voters of the town whichever number is the lesser. The selectmen shall call a special town meeting upon request in writing, upon a form approved by the state secretary, of two hundred registered voters or of twenty per cent of the total number of registered voters of the town, whichever number is the lesser; such meeting to be held not later than forty-five days after the receipt of such request, and shall insert in the warrant therefor all subjects the insertion of which shall be requested by said petition.....

REFER TO ARTICLE 34

M.G.L. CHAPTER 266, SECTION 118

Domestic animals; trespass on land

Whoever, having the charge or custody of sheep, goats, cattle, horses, swine or fowl, wilfully suffers or permits them to enter or remain on or pass over any orchard, garden, mowing land or other improved or enclosed land of another, after being forbidden so to do in writing or by notice posted thereon by the owner or occupant thereof, or by the authorized agent of such owner or occupant, shall be punished by a fine of not more than ten dollars.

TOWN OF WAYLAND
Board of Selectmen
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WAYLAND, MASS. 01778

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POSTAL PATRON

WAYLAND, MASS. 01778